



# ANNUAL FALL FESTIVAL TRUNK-OR-TREAT CAR SHOW

## 2023 VENDOR | CAR SHOW PARTICIPANT INFORMATION

**SET-UP INFORMATION:** Please check in before setting up. Set up **SATURDAY, OCTOBER 21<sup>st</sup>, 2023, from 9:30 a.m. – 11:30 a.m.** Please arrive anytime during this window to set up for the event. Vendors|Participants may **NOT** setup prior to this time. Event hours are 12:00 p.m. – 4:00 p.m. **ALL VENDORS|PARTICIPANTS SHOULD USE THE LORI RD|FRITH LN ENTRANCE.** This event has a rain date of Saturday, October 28<sup>th</sup>, 2023.

**SET-UP INSTRUCTIONS: PLEASE UNLOAD AND REMOVE EVERYTHING OUT OF YOUR VEHICLE AND REMOVE YOUR VEHICLE BEFORE YOU START SETTING UP YOUR BOOTH.** Space is limited and this makes it easier for everyone and makes room for others to unload. With exception to Car Show Participants who will be allowed to park one vehicle on site per registration. **PLEASE NOTE THERE IS NO VENDOR PARKING.** Only public event parking is available with an overflow site. Space sizes for vendors|participants equal one parking space. All vendors|participants are expected and **AGREE** to remain all day. All vendors|participants are responsible for the security of their own property. **EACH VENDOR SPACE IS ONE PARKING SPACE.** Vendors|Participants must provide their own tents, tables, and chairs if needed. Any tents, banners, or advertisements containing profanity, nudity or anything that is in violation of Chesterfield County code are prohibited. All vendors are responsible for the collection of any and all sales tax and meeting local license and permit requirements for resale, if applicable. Any music or sound equipment should be heard at your location only. Any **USE OF A GENERATOR MUST HAVE PRIOR APPROVAL.** All generators must be quiet, no exceptions. **ELECTRICITY IS NOT AVAILABLE.**

**BREAK-DOWN INSTRUCTIONS:** Removal of your booth|vehicle will start **AFTER 4:00 p.m.** or when officials deem it safe for vehicles to enter and exit the area. Any vendors|participants leaving prior to the 4:00 p.m. end time will **NOT** be considered for future events. Vehicles are **NOT** to be brought into the event area during the event time. Vendors|Participants are responsible to completely clean up their area, including removal of all trash (use of the garbage bins supplied for the event patrons is prohibited).

**FOOD|DRINKS|ALCOHOL:** No alcoholic beverages can be brought to the festival area by anyone. **ALCOHOL STRICKLY PROHIBITED.** All food and non-alcoholic drink items will be sold by **FOOD TRUCKS ONLY.** Special exceptions for those with craft food items will be allowed along with samples. Food vendors will need to complete a separate **FOOD TRUCK APPLICATION.** Food for personal consumption of vendors and their staff is permissible.

**SPECIAL REQUEST:** Special request must be made on the food vendor application and there is no guarantee any special request(s) may be granted.

**ADDITIONAL INFORMATION:** Additional information can be found online and <http://chestervarotary.org>. For additional questions or information please email us at [chestervarotary@gmail.com](mailto:chestervarotary@gmail.com) or call (804) 715-1829. *This is an all-volunteer organization and responses may not be immediately, please be patient.*

**REMINDER:** Please bring at least **2 BAGS OF CANDY** for the trunk-or-treating at your vehicle. We are estimating about 100 kids. Vendors are also encouraged to provide candy at their tables if they would like to participate.

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PRESENTED BY:





# ANNUAL FALL FESTIVAL TRUNK-OR-TREAT CAR SHOW

## 2023 VENDOR | CAR SHOW PARTICIPANT APPLICATION

**DEADLINES:** all applications must be **RECEIVED BY OCTOBER 1<sup>st</sup>, 2023**. Any applications received after the deadline will be considered on a case-by-case basis and if approved, assessed a \$10 late fee. Online payments, checks, or money orders **PAYABLE TO: Chester Rotary** are accepted. Any returned checks will be assessed a \$35 return fee.

**EVENT DATE:** SATURDAY, OCTOBER 21<sup>st</sup>, 2023, from 12:00 p.m. – 4:00 p.m.

**EVENT LOCATION:** Chesterfield County Central Library, 7051 Lucy Corr Blvd., Chesterfield, VA 23832.

**RAIN DATE:** Saturday, October 28<sup>th</sup>, 2023, from 12:00 p.m. – 4:00 p.m.

### PLEASE PRINT OR TYPE OUT INFORMATION:

Vendor Business Name (if applicable): \_\_\_\_\_

Vendor | Participant Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email (required): \_\_\_\_\_

Address: \_\_\_\_\_

Description of Goods or Services | Vehicle: \_\_\_\_\_

*(You will only be allowed to sell what is listed)*

Special Request & Other Comments: \_\_\_\_\_

Additional Information: Will you be using a generator?  Yes  No

Will you be bringing a trailer?  Yes  No

\$25 Non-Profit 501 C-3 Vendor Space  \$20 Car Show Participant (Advance)

\$50 Arts & Crafts Vendor Space  \$25 Car Show Participant (Day Of)

**Vendor limit: 20 | Car Show Participants limit: 40 (first come, first serve)**

*In consideration to signing this form, I (the undersign, their staff and their affiliates), do hereby release any and all rights and claims against The Rotary Club of Chester, The Annual Fall Festival Trunk-or-Treat Car Show, its Coordinators, and assigns for any and all injuries and incidents suffered or by loss at the festival.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing the above, I am stating that I have read and understand the application and information sheet enclosed.*

**INSTRUCTIONS:** Please return the completed **SIGNED APPLICATION** along with payment to:

The Rotary Club of Chester  
PO Box 3022, Chester, VA 23831

**STAFF USE ONLY:** Received \$ \_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_ Assigned Space # \_\_\_\_\_

PRESENTED BY:

