



# ANNUAL FALL FESTIVAL VETERANS DAY CAR SHOW

## 2024 VENDOR INFORMATION

**SET-UP INFORMATION:** Please check in before setting up. Set up **SATURDAY, NOVEMBER 9, 2024, from 9:30 a.m. – 11:30 a.m.** Please arrive anytime during this window to set up for the event. Vendor may **not** setup prior to this time. Event hours are 12:00 p.m. – 4:00 p.m. **ALL VENDORS MUST USE THE LORI RD | FRITH LN ENTRANCE.**

**SET-UP INSTRUCTIONS:** If additional transportation is needed, please park, and remove everything out of your vehicle and remove your vehicle before setting up your vendor booth. Space is limited and this makes it easier for everyone and makes room for others to unload. **Please note there is no vendor parking.** Only public event parking is available with an overflow site. All vendors are expected and **agree to remain all day.** All vendors are responsible for the security of their own property. **Each vendor space is equal to one parking space.** Vendors 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 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 vendor booth will start **AFTER 4:00 p.m.** or when officials deem it safe for vehicles to enter and exit the area. Any vendors 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 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 is strictly 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 trucks will need to complete a separate **food truck application.** Food for personal consumption of vendors and their staff is permissible.

**REMINDER:** We are estimating about 100-150 kids. Vendors are encouraged to provide candy, stickers, or other handouts at their tables if they would like to participate.

**ADDITIONAL INFORMATION:** Additional information, packets, and payments can be found online at <http://chestervarotary.org>. For additional questions, request, or information please email us at [chestervarotary@gmail.com](mailto:chestervarotary@gmail.com) or call (804) 715-1829. **No rain date** if event is cancelled, registration fees will be refunded.

***This is an all-volunteer organization, and responses may not be immediately, please be patient.***



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## 2024 VENDOR APPLICATION

**DEADLINES:** All applications must be **RECEIVED BY OCTOBER 25, 2024**. 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, NOVEMBER 9, 2024, from 12:00 p.m. – 4:00 p.m.**

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

**VENDOR ENTRANCE: MUST USE THE LORI RD | FRITH LN ENTRANCE.**

### PLEASE PRINT OR TYPE OUT INFORMATION:

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Website (Facebook/Store):** \_\_\_\_\_

**Description of Goods/Services:** \_\_\_\_\_

\_\_\_\_\_

*You will only be allowed to sell what is listed.*

### Additional Information:

- **Will you be using a generator?**       Yes       No
- **Will you be bringing a trailer?**       Yes       No

**\$25 Informational Vendor (Not selling anything)**

**\$50 Merchant Vendor (Selling anything)**

**Vendor limit: 20 (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 Veterans Day Car Show, its Coordinators, and assigns for any and all injuries and incidents suffered or by loss at the festival. I further authorize The Rotary Club of Chester to utilize my business name, logo, and website on all promotional materials (verbally, printed, and digitally).*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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