



ANNUAL FALL FESTIVAL VETERANS DAY CAR SHOW

**Promote your business and draw in the crowds to support
Liberty Organization for Veterans & Emergency Responders**



2025 VENDOR INFORMATION

**Saturday, November 15, 2025
12:00 p.m. – 4:00 p.m.**

**Chesterfield Public Library, Central Library
7051 Lucy Corr Blvd., Chesterfield, VA 23832**

SET-UP INFORMATION:

Check-in before setting up and enter the parking lot using the **Lori Road/Frith Lane entrance**.

Arrival is strictly between **9:30 a.m. – 10:30 a.m.**

ENCOURAGEMENT:

Vendors are encouraged to bring trinkets, candy, giveaways, or promotional information for 100-150 children and their families.



TERMS & CONDITIONS:

- All Vendors agree to remain all day until after 4 p.m. or when officials deem it safe to exit.
- Unload all items from vehicles before setting up the booth and move vehicle to event parking.
- Vendors are responsible for the security of their own property.
- Each **vendor space is equal to one parking space**. Space is limited and vendors requiring more than one parking space may be charged for additional 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/sound equipment should be heard at your location only (no profanity, clean versions only).
- 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).
- Alcohol is strictly prohibited. It cannot be brought to the festival area by anyone.
- All food and non-alcoholic drink items will be sold by food trucks only.
 - Food-based vendors may provide samples for consumption.
 - Food for personal consumption by vendors and their associates is permissible.
- **Electricity is not available**. Use of a generator requires prior approval.
- No rain date if event is cancelled and registration fees will be refunded.

For questions or additional information, please email us at chestervarotary@gmail.com or call (804) 715-1829. You may also visit us online at chestervarotary.org.

**This is an all-volunteer organization, and responses may not be immediate, we appreciate your patience.*



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ENTRANCE: Enter the parking lot using the Lori Road/Frith Lane entrance between 9:30 a.m. – 10:30 a.m.

2025 VENDOR REGISTRATION

\$25 Informational Vendor (not selling anything) Registration Fee.

\$50 Merchant Vendor (selling something) Registration Fee.

LIMIT: Vendors are first come, first serve, and limited to 20 vendors at the event.

SUBMIT: Registration must be submitted and received before November 1, 2025, by mail or email to chestervarotary@gmail.com. Registration received after this date will be considered on a case-by-case basis and if approved, will be subject to a 10% late fee.

PAYMENT: Online payments at chestervarotary.org; Checks, or Money Orders payable to: Chester Rotary
Any returned checks will be assessed a \$35 return fee.

PLEASE PRINT OR TYPE OUT INFORMATION:

Business/Organization Name: _____

Contact Name: _____

Contact Number: _____ **Contact Email:** _____

Type of Booth: Table Trailer Truck **Will you use a generator?** Yes No

Website/Facebook/Square Store: _____

Description of goods/services (you will only be allowed to sell what is listed): _____

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 assignees for any and all injuries and incidents suffered or by loss at the car show. I further authorize The Rotary Club of Chester to utilize my business name, logo, and website on any and 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.