



18th Annual Centreville Day, September 26, 2009 Vendor Application

FOOD VENDORS PLEASE USE THE FOOD VENDOR APPLICATION

Questions? E-mail us at Felicia@CelebrationsMadeSimple.com or call Felicia at 703-401-5318
Prefer to apply and pay online? Please go to www.CentrevilleVa.org and click on Centreville Day!
Reserve a place in the Marketplace for your Business or Organization

Mail your completed application and payment to:
Centreville Community Foundation, C/O Centreville Day, PO Box 1813, Centreville, VA 20122

Name of Organization/Business:

Mailing Address:

The name of the person you want us to contact about your space:

Day Phone Number _____ Evening Phone Number _____

Fax number _____ Email Address _____

RATES PER 10 x 10 foot SPACE for Retail Sales, Business Exhibitors & 501-3c Groups*

Before July 1: Retail Sales \$100 Business Exhibitor \$100 501-3c group \$75
July 1 to Aug 31: Retail Sales \$135 Business Exhibitor \$125 501-3c group \$100
After Aug 31: Retail Sales \$200 BusinessExhibitor \$185 501-3c group \$150

Registrants applying after Sept 1 may not be included in program & other printed material.

Number of 10 foot x 10 foot spaces: _____ x RATE _____ = Total \$ Enclosed: _____

Description of business or organization (include your web address and we'll add it to your listing on our website):

I have read and agree to abide by the Vendor Terms and Agreements (below).

Signed:

_____ Date: _____

* Retail sales vendors sell items at their space, business exhibitors do not. 501-3c groups are charitable organizations and churches that can receive tax-deductible donations

Committee Use Only: Date Rcvd _____ Payment Rcvd _____ Action _____

Centreville Day 2009 Vendor Terms and Agreements

Application

The Centreville Community Foundation, organizer of Centreville Day 2009, and the VENDOR agree that an application for a space will not be complete until full payment is received by the Centreville Community Foundation (CCF) and return of this signed agreement to CCF. CCF reserves the right to refuse any applicant. If an application is refused, CCF will refund the fee.

All vendors applying by Aug 31 will be listed on the Centreville Day website and in the printed program.

Until July 1, 2009, the rate for a 10' x 10' space is \$100 unless the VENDOR is a non-profit organization. The cost to 501 3 c non-profits is \$75. After July 1 the fees will increase to \$135 for retail sales vendors, \$125 for business exhibitors, and \$100 for 501 3c groups. After August 31 applications are late and CCF cannot promise that vendors will be included in the program and other print material. Fees for late applications will increase to \$200 for retail sales, \$185 for exhibitors and \$150 for 501 3c nonprofits. Proof of non-profit status may be requested (note a 501 3c is a charitable organization or a church that can receive tax deductible donations).

Exclusivity

CCF does not promise exclusivity to vendors.

Space & Refunds

The event occurs Saturday, September 26, 2009 from 11 am to 6 pm. **There are NO rain dates and NO REFUNDS.**

CCF will provide only spaces, each 10 foot by 10 foot, to vendors. Food vendors will be provided with 20 foot by 10 foot spaces. Spaces are outside.

The Vendor agrees to provide tables, chairs, display props and other appropriate furnishings. Feel free to contact us if you wish a referral to a rental company. All tables, chairs, canopies, props, and merchandise must fit within the space(s). Nothing may obstruct the free flow of pedestrian traffic in walkways adjoining booth space or intrude into other vendor's areas.

Fairfax County regulations:

- > Require that canopies must be anchored against the wind either by stake or weights. Stakes may be prohibited in some areas.
- > Canopies should meet NFPA 701 standards (flame retardant).
- > Prohibit fully enclosed, four-walled tents.
- > Prohibit open flame or smoking beneath a canopy.

Port-a-Johns and food vendors will be available at the event.

Set Up & Tear Down

Vendors are required to set-up and tear-down their own spaces. Set up will occur between 7 am and 10 am. All vehicles must be moved to the designated parking area by 10 am. Tear down will begin at 6 pm. As a courtesy to other vendors, please do not break down before 6 pm. For the safety of pedestrians, no vehicles will be allowed into the area before 6 pm.

The event venue has narrow streets and CCF may schedule staggered set-up times in order to limit congestion.

Parking

A specified area for parking Vendor vehicles will be provided. Vehicles may not be parked adjoining or within your space. During the event the streets will be closed to all vehicles and parking is not allowed anywhere except in designated parking areas.

Noise

The Vendor agrees to refrain from using loud music, video or similar presentations in a manner that interferes with the capacity of other vendors to conduct business.

Sales Tax

The collection and payment of sales taxes are the responsibility of the Vendor.

Subletting & Display Content

The Vendor agrees not to sublet or share space. CCF reserves the right to reject or restrict any exhibit.

Maintenance & Security

The Vendor is responsible for staffing their space and for maintaining it in a clean, orderly and secure fashion. The Vendor is also responsible for leaving a clean area at the end of the day. CCF will provide containers for trash.

Fairfax County Police officers will patrol the event area, but CCF does not guarantee the security of Vendor merchandise or property.

Hold Harmless

The Vendor will indemnify, defend, and hold harmless the Centreville Community Foundation, Centreville Day Sponsors, the Fairfax County Park Authority, the County of Fairfax, or any of the officers, employees, successors, and assigns of any of the above, from any claims, damages, liabilities, losses, government proceedings, or costs and expenses including attorney's fees, arising out of any or all aspects of this Agreement and Vendor's activities hereunder. Third parties will look solely to the Vendor for any payment or satisfaction of any obligation or claim arising from this event, or any act of omission in the performance of the Vendor's activities outlined in this Agreement.