



Town of Occoquan

Fall Arts & Crafts Show

2019 Town Business Application

2019 Fall Show
September 28 & 29, 2019
Saturday 10AM-6PM, Sunday 10AM-5PM

Thank you for your interest in the Town of Occoquan's Arts & Crafts shows!

Event Summary

During the first full weekend of June and the last full weekend of September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery with hundreds of talented crafters and artisans from across the region and all around the United States. Each show brings about 10,000 people to Occoquan for fun, food, and shopping.

Town Business Rules & Regulations

- While businesses may cancel at any time, there are no refunds.
- This outdoor event is held RAIN OR SHINE.
- Only merchandise sold by the business in its store is permitted to be sold in its booth.
- Restaurants may only sell products prepared or sold in the restaurant.
- All vendors must participate both days for the full duration of the show. Unless prior approval is granted, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- Rude, obscene or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- Vendors may not distribute material outside of their designated booth space or loudly solicit visitors into their exhibit space. Amplified music is not permitted, with the exception of entertainment contracted by the Event Director.
- All local laws must be followed.

Application Instructions

Please ensure your application is submitted before **August 31, 2019** for the Fall show to reserve the space in front of your business. **Applications submitted after this date are not guaranteed a location preference.**

Fees

Registration is not complete without full payment and signed application.

- If paying with credit card, please visit www.occoquanva.gov/arts-and-crafts-show.html and follow the directions to pay via PayPal.
- If paying with check or money order, make payable to TOWN OF OCCOQUAN. **Be sure to specify Fall Show on the check.**
- If preferred, you may pay in cash at Town Hall during regular business hours, Monday through Friday 9AM-4PM.

Checks will be deposited upon receipt. **Please note that a deposited check does not equal acceptance into the show.** Booth fee payments will be returned in full if you are not accepted into the show. A \$35 fee will be charged each time a check is returned for insufficient funds.



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TOWN BUSINESS APPLICATION

TOWN USE ONLY

CHECK# _____

AMT.: _____

DATE: _____

COMPANY NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER*: _____

E-MAIL (REQUIRED): _____

WEBSITE URL: _____

*Please provide a cell phone number where you can be reached during the show.

Price Range of Most Items

Have you exhibited in our show before?

\$10-\$50
 \$50-\$100
 \$100+
 Yes
 No

BOOTHS and PARKING

Fall Show, September 28 & 29, 2019

Number of 10'x10' booths requested _____

One booth space: **\$100**

Additional booths: **\$225**

Optional In Town Parking: +\$75.00

If you wish in Town parking, include vehicle make, model, and license plate.

TOTAL AMOUNT DUE: _____

Notes: _____

Personally and on behalf of the entity named above, the undersigned declares: I have read and understand the attached rules and regulations. I represent and warrant that I own or have a legal right to use any copyrights related to work that I market or sell. I waive any claims I may have now or in the future against the Town of Occoquan or any of its officers, agents, or employees (collectively, "the Town") for any personal injury, property damage, or loss of any kind related to the Craft Show, except for intentional acts by the Town, nor will I be a part of any legal action against the Town. I agree to be responsible for the collection and payment of Virginia State Sales Tax. I also understand that while vendors may cancel at any time, there are no refunds.

Signature _____ Date _____

REGISTRATION IS NOT COMPLETE WITHOUT FULL PAYMENT AND SIGNATURE.

For questions or further information, e-mail craftshow@occoquanva.gov or call 703-491-2168.

www.occoquanva.gov