



# Town of Occoquan

## Fall Arts & Crafts Show

### 2019 Food Vendor 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.

#### Exhibitor Rules & Regulations

- While vendors may cancel at any time, there are no transfers from show to show and **no refunds** once a vendor has been accepted into the show.
- Each vendor is responsible for their own display materials. Tents, tables, and chairs are **not** provided. The Town does not provide electricity or water to vendors.
- **Generators must be quiet and its cords may not cross streets or walkways. Displays must be self-contained.**
- **Menus with pricing information must be visible to patrons throughout the weekend.**
- Vendors must pay a \$200 fully refundable clean-up deposit, which will be returned if vendor area is clean after tear down. Vendors will be banned from future shows if their area is not kept clean.
- Vendors must provide refuse containers outside their display and dispose of trash as needed throughout the weekend in designated containers. Dumpsters will be positioned at both ends of Mill Street and at the Town Hall end of Poplar Alley for vendor use.
- DO NOT dump waste in unapproved locations including gutters, grass and port-a-johns.
- Vendors are responsible for all required Prince William County Health Department permits and compliance with regulations. For health permit applications and regulations, please contact:

**Prince William County Health District**

**Division of Environmental Services, 9301 Lee Avenue**

**Manassas, VA 20110 (703) 792-6313**

- Only vendors accepted in to the Occoquan Arts & Crafts Show are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.
- Vendors must participate and spaces must be staffed 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.
- There is no smoking in spaces allowed.
- 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.
- 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.
- All local laws must be followed.

**PLEASE NOTE:** Each food vendor must dispose of ALL grease, oils and other liquid wastes in proper containers which you then MUST remove from town. These containers are NOT to be disposed of in town dumpsters. Grease, oils, and other liquid wastes are NOT to be poured on the town's streets, sidewalks, or any property. Should you violate this, you will be asked to leave the show immediately and will not be eligible to come back to any future events.

### Application Instructions

All applications **must be accompanied by a menu and a picture of your display while in operation.** Photos are accepted electronically. Images should be of jpeg format with image size less than 1.8 MBs. Alternatively, photos may be mailed with the application. Please include a self-addressed, stamped envelope with your entry form *only* if you want your photos returned. Please note any specific requests that you may have on the application form. Requests are considered but not guaranteed.

### Fees

**Please include payment in full with application. You will not receive booth number until payment is made in full.**

- If paying with credit card, please visit [www.occoquanva.gov/arts-and-crafts-show.html](http://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.
- Vendors must pay a \$200 fully refundable clean-up deposit, which will be returned if vendor area is clean after tear down. Refund checks will be mailed directly after the show.
- In Town parking is available for an extra \$75 per show. Spaces are limited; allocation is on a first come, first serve basis.

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. Checks will be accepted for payment up to two weeks before the event date. After that, credit card, cash or cashier's check are required.

	Early Bird Expires June 2, 2019	Regular Rate Expires August 31, 2019	Premium Rate After August 31, 2019
10' x 10' Booth (Vendor)	\$450	\$475	\$525

### Exhibitor Cancellation

Vendors may cancel for any reason, but once an application has been received and processed, there will be **NO REFUNDS** for any reason, unless the vendor is not accepted into the show.

**Completed application, pictures, and payment may be mailed to:** Occoquan Arts & Crafts Show, P.O. Box 258 Occoquan, VA 22125, or **e-mailed to:** [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) or **delivered to:** Town Hall at 314 Mill Street, Occoquan, Virginia during business hours Monday-Friday 9AM-4PM.

**For questions or further information, e-mail [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) or call 703-491-2168.**



# Town of Occoquan

## 2019 Fall Arts & Crafts Show

### September 28 & 29, 2019

TOWN USE ONLY
CHECK# _____
AMT.: _____
DATE: _____

### FOOD VENDOR APPLICATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER\*: \_\_\_\_\_

EMAIL (Required): \_\_\_\_\_

WEBSITE URL: \_\_\_\_\_

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

Have you exhibited in our show before?

Yes  No

#### Description of Vending Unit and Type of Food:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### BOOTHS and PARKING

Fall Show, September 28 & 29, 2019

Number of 10'x10' booths requested \_\_\_\_\_

Early Bird (*before* June 2): **\$450** per booth

Regular Rate (*after* June 2): **\$475** per booth

Premium Rate (*after* August 31): **\$525** per booth

*Plus*

Refundable Clean-Up Fee: **\$200**, due with app

Optional In Town Parking: +\$75.00

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

\_\_\_\_\_

\_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

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 PAYMENT AND SIGNATURE.**