



Town of Dumfries 14th Annual Fall Festival
Saturday October 17, 2015
11am-4:00pm
Garrison Park (Behind Dumfries Town Hall)
17755 Main Street, Dumfries, VA 22026

General Information

The Fall Festival will be advertised “Open to the Public” from 11am-4:00pm, Saturday, October 17, 2015. Visitors to the Festival will be parking at designated lots.

A map of the Festival site will be provided to you during the week of the event. **All registrations must be received by Friday, October 2nd, 2015 by 5 p.m.**

The Festival will go on **“RAIN OR SHINE”**. Unfortunately, refunds will not be offered for weather related cancellations. The Town of Dumfries will not offer set-up, so you are encouraged to provide your own shade, rain gear, chairs, set-up, leveling devices, etc. We ask each registered vendor participate for entire length of the event unless weather becomes a safety concern. The event is scheduled to run until 4:00pm; with all vendors except for the food vendors shutting down at 3:30pm.

Public restroom facilities are available on-site. Trash receptacles and dumpsters will be located throughout Garrison Park. Each exhibitor will be responsible for setup and cleanup of their area as well as taking their trash to an appropriate receptacle.

A First Aid Station will be set up at the entrance to Garrison Park.

Please keep in mind that the Town Festival is a continual “work-in-progress”. Our goal is to make the day’s event a fun, family-day for all citizens to enjoy.

If you have any questions or concerns, please contact Tiwana Barnes, Interim Acting Director of Community Services at: 703-221-3400, ext. 112, via email at tbarnes@dumfriesva.gov, or write 2015 Fall Festival, 17755 Main Street, Dumfries, Virginia 22026.



Town of Dumfries 14th Annual Fall Festival Exhibitors' Rules & Regulations

Eligibility:

There are no residential requirements for participation in the Town of Dumfries Fall Festival. We welcome quality artists and craftsmen from all areas.

All Food Vendors are required to have a "Temporary Food Permit" on file, prior to the day of the event. This is mandatory, per Prince William County Health Department.

Dumfries Famous BBQ Competition:

This year's Fall Festival will feature the Famous Dumfries BBQ competition! This contest will allow participants to choose a vendor that makes the best BBQ. Participants will be able to sample BBQ from each BBQ vendor and then vote on which vendor with the best BBQ.

In order to compete in the "BBQ" competition, vendors are required to complete an entry form along with a \$30 entry fee. Vendors must provide **free, small** samples of their best BBQ to participants. Vendors can still sell their BBQ outside of the competition. Winner will be announced at the conclusion of the event. There will be **no more than 5** BBQ vendors competing in this competition. (Application on Page 6).

Booth Assignments:

The Park will be mapped and exhibit sites numbered to eliminate confusion as to your assigned location. Sites will be assigned on a first-come/first serve basis. Your site will be 10x10. *If you need a space wider than 10 feet, you must purchase two or more sites.* This is an open air, RAIN OR SHINE, no refunds due to weather related cancellations. Festival hours are 11:00am-4:00pm, Saturday, October 17th. You will be responsible for your own display, levelers, weights, chairs, **set-up and clean-up**. Please remove all trash from your site as necessary. Dumpsters will be located throughout the Park. The Town does not provide electricity.

Vendors:

Food Vendors: All food vendors are responsible for obtaining a Temporary Food Vendor Permit through the Virginia Department of Health. Food vendors are not

allowed to serve alcoholic beverages. Additionally, the Town's insurance policy does not cover claims due to negligence on the part of the exhibitor. Therefore, food vendors must carry their own liability insurance.

Food Vendors are required to vacate the premises by 5:00pm.

General and Non-Profit Vendors: General and Non-Profit Vendors are required to vacate the premises by 4:45pm.

Duplicates: There will not be multiples of one 'type' of vendor. Example: Only one independent sales vendor will be allowed, one food vendor that specializes in a particular type of food, or specialty food (funnel cakes, soft serve ice cream, etc.) Vendors will be approved on a first come, first served policy. (except for those that are participating in the BBQ **competition**).

Fees:

An entry fee of \$30.00 for a 10X10 site is required and must accompany your application. **Please note that all non-profit vendors will be provided a 10X10 space free of charge, please provide proof of your organization's 501c(3) status, with your application.** Checks returned by your bank as un-collectible must be replaced immediately by a cashier's check or money order, plus a \$30.00 service charge in order to continue to reserve your site. The replacement of site fees will be your responsibility. If a replacement fee does not reach us within two weeks of notification from your bank, we will reassign your space and your name will be removed from our mailing list.

Parking:

General vendors WILL NOT be allowed to drive their vehicles onto the park grounds to unload them, rather, general vendors will be allowed a window of time to unload their vehicles curbside at the entrance of the park. We kindly ask that you adhere to the unloading window (which will be provided during the week of the event) so that all vendors have adequate time to set up their displays.

After unloading is complete, each vendor will be required to move their vehicles to the designated event parking areas.

Vendor Reservation Form

(PLEASE PRINT OR TYPE)

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Please provide an adequate description and/or photos of the crafts/collectibles to be displayed:

Type of Vendor: Food Vendor _____ General Vendor _____ Non-Profit _____

Number of Sites (spaces) Requested: _____

Have you exhibited in a Town Festival before? Yes ___ No ___

Deadline for applications is 5:00 P.M. Friday, October 2, 2015!

Please direct any inquires to the Town of Dumfries Fall Festival, 17755 Main Street, Dumfries, Virginia 22026. For additional information, contact Ms. Tiwana Barnes, Interim Acting Director of Community Services via email at tbarnes@dumfriesva.gov or 703-221-3400 ext. 112.

I have read and understand the attached rules & regulations. I agree, as the exhibitor, to not hold the Town of Dumfries responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for collection of Virginia State Sales Tax.

Signature: _____ Date: _____

Please make checks payable to "Town of Dumfries Fall Festival"

Mail to: Dumfries Fall Festival
Attn: Ms. Tiwana Barnes
17755 Main Street
Dumfries, Virginia 22026

For Town Use Only

Fee Paid Date: _____

Check #: _____

Cash: \$ _____

Money Order: \$ _____

No. of Spaces: _____

Space #: _____

Town of Dumfries 14th Annual Fall Festival “Dumfries Famous BBQ Competition” Application

(PLEASE PRINT OR TYPE)

Point of Contact: _____

Vendor's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Please provide a brief description of your best BBQ:

**Please keep in mind, all vendors must provide samples of their BBQ for participants.

**Vendor's participating in the competition can still sell their BBQ menu items to participants.

Please return this form, and \$30 registration fee, to the attention of Tiwana Barnes by Friday, October 2, 2015.

Mail to: Dumfries Fall Festival
Attn: Ms. Tiwana Barnes
17755 Main Street, Dumfries, Virginia 22026
Fax: 703.221.3544 or Email: tbarnes@dumfriesva.gov

(FORM MUST BE RECEIVED BY 5:00 P.M. FRIDAY, OCTOBER 2, 2015)