



Town of Dumfries Multicultural Festival
Saturday May 9, 2015, 11am-4pm
Garrison Park (Behind Town Hall)
17755 Main Street, Dumfries, VA 22026

General Information

The Town of Dumfries welcomes you as an exhibitor to the Town of Dumfries Multicultural Festival. The Multicultural Festival will be advertised “Open to the Public” from 11am-4pm, Saturday, May 9, 2015. Visitors to the Festival will be parking at designated lots.

The Festival will go on “RAIN OR SHINE”. Since this is an outdoor event, you are responsible for your own shade, rain gear, chairs, set-up, leveling devices, etc. We ask that each registered vendor participate the entire length of the event unless the weather becomes a safety concern. The event is scheduled to run until 4pm.

Public restroom facilities are available on-site. Trash receptacles 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.

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 Ryan W. Gandy, Director of Community Services at: 703-221-3400, ext. 144, via email at rgandy@dumfriesva.gov or write Annual Dumfries Multicultural Festival, 17755 Main Street, Dumfries, Virginia 22026.

Exhibitors' Rules & Regulations

Eligibility: There are no residential requirements for participation in the Town of Dumfries Multicultural Festival. We welcome quality artists, craftsmen, & vendors from all areas.

Fees: An entry fee of \$30.00 for a 10X10 site is required and must accompany your application. Food vendors will need to obtain a vendor permit from the Town of Dumfries in addition to the \$30.00 site fee. **Please note that all non-profit vendors will be provided a 10X10 space free of charge, but you must 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 for us 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.

*****Food Vendors are required to have a "Temporary Food Permit" on file, by the day of the event. This is mandatory, per Prince William County Health Department. 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 are required to carry liability insurance*****

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.* The Town does not provide electricity. 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.

Safety: All Exhibitors and Vendors should ensure their tents and canopies are anchored securely to the ground.

Inclement Weather: Spring weather conditions change suddenly and may come with dangerous consequences. Exhibitors and Vendors need to take every precaution to keep abreast of changing weather conditions and ensure their property is secured. It will be the policy of the organizers of this event to also monitor weather reports and updates as they become available. The organizers decision to cancel or postpone this event will be based on information available at that time with the most weight being placed on erring on the side of the safety of all involved persons.

Parking: General vendors **WILL NOT** be allowed to drive their vehicles onto the park grounds to unload. However, general vendors will be allowed 20 minutes to unload their vehicles curbside at the entrance of the park. We kindly ask that you adhere to the 20 minute unloading window 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 vendor parking areas.

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Saturday May 9th, 2015, 11am-4pm
Exhibitor Reservation Form
(PLEASE PRINT CLEARLY OR TYPE)

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

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

Vendor Type: Food Vendor General Vendor Non-Profit

*****Food vendors must obtain a vendor permit from the Town of Dumfries. Vendor permits may be obtained from Dumfries Town Hall, Monday-Friday 8:30am-5:00pm Food vendors must also provide proof of a temporary food service permit from Prince William County Health Department prior to the event*****

Vendor spots needed: _____ Have you exhibited in a public show before? Y No

Make checks payable to "Dumfries Multicultural Festival"

Mail to: Dumfries Multicultural Festival
Attn: Mr. Ryan W Gandy
17755 Main Street
Dumfries, Virginia 22026

For Town Use Only	
Fee Paid Date:	_____
Check #:	_____
Cash: \$	_____
Money Order: \$	_____
# of spots needed:	_____
Assigned Space #:	_____

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: _____

Deadline for vendor applications is May 6th, 2015 by 5 pm