



Town of Dumfries
Charter Day
Saturday May 12, 2018
11:00 am-4:00 pm
Merchant Park
3944 Cameron Street, Dumfries, VA 22026

General Information

The Dumfries Charter Day will be advertised “Open to the Public” from 11:00 am to 4:00 pm, Saturday, May 12, 2018. Parking for visitors attending the Festival will be at designated lots.

Deadline for Applications is Monday, April 23, 2018!

A map of the Charter Day site will be provided to all applicants one week prior to the event once all applications have been confirmed and spaces have been assigned.

The Event will go on **“RAIN OR SHINE”**. Since this is an outdoor event, you are responsible for providing 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.

Public restroom facilities are available on-site. Trash receptacles will be located throughout Merchant 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 Merchant Park.

Please keep in mind that the Town Event 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 questions or concerns, please call Yvette Ragland at 703-221-3400 ext 116 or yragland@dumfriesva.gov

Exhibitors’ Rules & Regulations

Eligibility:

There are no residential requirements for participation in the Town of Dumfries Charter Day. We welcome quality artists and artisans from all areas.

All 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.

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 uncollectible 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 the Town Treasurer within two weeks of notification from your bank, we will reassign your space and your name will be removed from our mailing list.

Booth Assignments:

Merchant 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 and placement will be at the sole discretion of the Town of Dumfries. Your site will be 10x10. *If you need a space wider than 10 feet, you must purchase two or more sites.* You will be required to be open during the entire event (unless safety necessitates early departure). You cannot vacate early. Your booth must be neat, attractive, and well maintained. Signage with visible and clear pricing is required when offering items for purchase. 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. Empty boxes and trash will not be permitted around the booth. The Town does not provide electricity.

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.

Safety:

Town of Dumfries Police Officers will be on-site during the event. However, Exhibitors and Vendors agree to hold the Town of Dumfries harmless for any injury, theft or other loss that may occur to property or person during the load-in, set-up, event, break-down or load-out of the festival. All Exhibitors and Vendors shall ensure any tents, pop-ups and/or canopies are anchored securely to the ground.

Parking:

Vendors WILL NOT be allowed to drive vehicles onto the park grounds to unload them, rather, 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. A schedule for your unloading time will be provided a week prior to the event, along with a map of the area.

After unloading is complete, each vendor will be required to move their Vehicle(s) to the designated event vendor parking areas.

**Town of Dumfries
Charter Day Application
Saturday May 12, 2018
11:00 am-4:00 pm
Exhibitor Reservation Form
(PLEASE PRINT OR TYPE)**

Email: _____

Name: _____

Business Name:

Address:

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

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

Type of Vendor:

Arts and Crafts Food Vendor Service Provider

Non-Profit Other

Number of Sites (spaces) Requested: _____

Have you exhibited in a public show before? Yes ____ No ____

Please make checks payable to "Town of Dumfries Charter Day"

Mail to: Town of Dumfries
Attn: Yvette Ragland
17755 Main Street
Dumfries, Virginia 22026

For additional information or inquires contact Yvette Ragland, 17755 Main Street, Dumfries, Virginia 22026, via email at yragland@dumfriesva.gov or 703-221-3400 ext. 116.

I have read and understand the attached rules & regulations. I _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Charter Day, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee to temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that the Town of Dumfries, Virginia, it's elected official, employees, and volunteers may not be held liable in any way for any occurrence in connection with my participation in the Dumfries Charter Day may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release the Town of Dumfries, Virginia, it's elected official, employees, and volunteers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I further agree, as the exhibitor/vendor, to be responsible for the collection of Virginia State Sales Tax if applicable.

Signature: _____

Date: _____

Print Name: _____

<u>For Town Use Only</u>	
Fee Paid Date:	_____
Check #:	_____
Cash: \$	_____
Money Order: \$	_____
No. of Spaces:	_____
Space #:	_____