



**Town of Dumfries  
Fall Festival Extravaganza  
Saturday October 22, 2011  
10am-4pm  
Garrison Park  
(17755 Main Street)**

The Town of Dumfries welcomes you as an exhibitor to the Town's  
10<sup>th</sup> Annual Fall Extravaganza

**Eligibility:**

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

The Festival will be held at Garrison Park, located at 17755 Main Street, within the Town of Dumfries.

**Applicant Requirements**

1. Application must be fully completed, signed and dated,
2. A signed and dated Hold Harmless Statement (see attached).
3. Vendors are responsible for all state sales tax – collection and payment.
4. Vendors are responsible for setting-up and tearing down (some assistance will be provided).
5. Before leaving, all vendors must bag and properly dispose of any garbage from your space.
6. NO sale of animals allowed
7. NO weapons of ANY type permitted
8. NO items with obscenities or any items which are deemed inappropriate or do not meet community standards (this is a family event).
9. The Fall Extravaganza will be held rain or shine.
10. This is an outdoor event. It is the responsibility of each vendor to be prepared for inclement weather conditions.
11. Booths will not be taken down before 4:15 p.m.
12. All vendors must unload their vehicles no later than 9 a.m. on Saturday, October 22<sup>nd</sup>, 2011.
13. A short description of your work must be attached to the application along with three (3) photo's of your work or product.

14. Exhibitor demonstrations are encouraged to generate more traffic to your booth.
15. No electric heaters or heat bulbs permitted.
16. No alcoholic beverages are allowed (with the exception of any wineries participating in the event).
17. Any wineries, distilleries, or breweries who are participating are responsible for obtaining the applicable license or permit from the Virginia Department of Alcoholic Beverage Control.

### **General Information**

The Fall Festival will be advertised “Open to the Public” from 10am-4pm, Saturday, October 22nd, 2011.

A map of the Festival site will be provided to you a week prior to the event once all vendor applications have been confirmed and spaces have been assigned.

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. Crafters may begin “setting up” at 7:30 am the morning of the event. 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.

A First Aid Station will be set up at the site.

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

If you have any questions or concerns, please contact Debi Sandlin at 703-221-3400, ext. 140 and leave a message, by email at [dsandlin@dumfriesvirginia.org](mailto:dsandlin@dumfriesvirginia.org), or write Dumfries Fall Festival, 17755 Main Street, Dumfries, Virginia 22026.



## **Town of Dumfries Fall Festival Exhibitors' Rules & Regulations**

### **Eligibility:**

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

The Festival will be held at Garrison Park, located at 17755 Main Street, behind Town Hall.

### **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 the site, a \$40 fee). This is an open air, RAIN OR SHINE, Festival. Festival hours are 10:00am-4:00pm, Saturday, October 22rd. 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.

### **Fees:**

An entry fee of \$40.00 for a 10X10 site is required and must accompany your application. Checks returned by your bank as un-collectible must be replaced immediately by a cashier's check or money order, plus a \$20.00 set-up fee. If the set-up fee does not reach us within two weeks of the event date, we will reassign your space and your name will be removed from our mailing list.

### **Parking:**

Vendors will be allowed 20 minutes to unload their vehicles next to the park while unloading. Some assistance will be available to help transport your supplies & merchandise to your vendor location. 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 parking areas.



**Town of Dumfries  
Fall Festival  
Saturday October 22nd, 2011  
10am-4pm**

**Exhibitor 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 (attach an additional sheet if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Sites (spaces) Requested: \_\_\_\_\_

Have you exhibited in a public show before? Yes \_\_\_\_ No \_\_\_\_

If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Mail to: Town of Dumfries  
Attn: Debi Sandlin  
17755 Main Street  
Dumfries, Virginia 22026

Please direct any inquires to the Town of Dumfries Fall Festival, 17755 Main Street, Dumfries, Virginia 22026. For additional information, contact Debi Sandlin via email at [dsandlin@dumfriesvirginia.org](mailto:dsandlin@dumfriesvirginia.org) or 703-221-3400 ext. 140.

"I have read this application entirely. I understand that the Town of Dumfries shall not be liable for any claim or loss or damage of any kind to my exhibit or myself, and I further agree, to indemnify and forever hold harmless the Town of Dumfries from and against all suites, claims, damages, loss to persons and property sustained while at the event, occasioned by any act, omission, neglect, or wrong doing of an exhibitor, his agents, or employees. I understand that failure to follow any of the listed conditions and requirements for participation in the event will be grounds for removal during the event. I also agree to be responsible for the collection of Virginia State Sales Tax.

(I have read, understand, and will abide by the attached Rules and Regulations).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only**

Fee Paid Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Money Order: \$ \_\_\_\_\_

No. of Spaces: \_\_\_\_\_

Space #: \_\_\_\_\_