

International Festival

ATTENTION:

Application AND fee must be received before **May 31, 2013** to participate in the 2013 International Festival (June 22, 2013 from 11:00 am to 3:00 pm).

Checks **MUST** be made payable to the **Winchester Parks Foundation**.

Vendors and exhibitors will be located outside. This event will be held rain or shine.
No refunds.

Submit all paperwork early to reserve your space.

If you are selling merchandise and you are not a licensed business owner in the City of Winchester, you must obtain a temporary business license from the City of Winchester Commissioner of the Revenue (Rouss City Hall, 15 N. Cameron Street, 540-667-1815).
Small fee applies.

There is no electricity or water available so please plan accordingly.

Applications are accepted first-come, first-served.
We reserve the right to limit the number of vendors.
Applications will not be eligible for acceptance until all mandatory paperwork and fees are submitted properly.

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Setting up:

7:00-10:30 am on June 22, 2013

You must be finished setting up by no later than 10:30 am
with vehicles removed from festival area by 10:00 am.

All vendors must agree to stay at festival until 3:00 pm. No vehicles are allowed in festival area event or during take down for safety reasons.

You are responsible for bringing your own table, chairs and tent.

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International Festival
Winchester Parks & Recreation
Attn: Amy Simmons or Leslie Bowery
1001 East Cork Street
Winchester, VA 22601
Phone: (540) 662-4946 | Fax: (540) 678-8791
Email: asimmons@ci.winchester.va.us or lbowery@ci.winchester.va.us
www.winchesterva.gov/if

International Festival

Saturday, June 22, 2013

EXHIBITOR APPLICATION

(Please print or type)

Business/Organization Name _____
(Use Legal Name of business/organization)

Contact Person _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

Type of Entity: (corporation, partnership, sole proprietorship, etc.) _____

Email: _____

EXHIBIT SPACE Tent Size: _____

MERCHANDISE SALES

(List the items and prices you will be selling. Use back of this form for additional space.)

Will you be selling merchandise? Yes No

_____	_____
_____	_____
_____	_____
_____	_____

ELECTRICITY IS NOT AVAILABLE. You must provide your own power (i.e. portable generator).

Will you be bringing a generator? Yes No

If so, what size? _____

Please sign the INVOICE and submit with application and payment.

RULES & REGULATIONS

Booth Information

Exhibitor must maintain the booth and surrounding area in a neat and professional appearance. Exhibitor is required to cover any wires/ropes extending from their area. Exhibitor is required to have their area accessible or to make appropriate accommodations for patrons with disabilities. You are responsible for bringing your own tent, table and chairs.

Site Position

Exhibitors will set up outside. Set up can begin at 7:00 am on Saturday and you must be ready by 10:30 am. A festival representative will instruct you to your exact location early Saturday morning if not before by mail/email.

Parking / Unloading & Loading

Vehicles are allowed to unload and load behind the gymnasium in Jim Barnett Park. Please do not leave your vehicle unattended, unload and load as quickly as possible. All cars must be out of the area no later than 10:00 am SHARP! Breakdown of your booth must not start prior to 3:00 pm for safety reasons. Parking for the day is available in the parking lot beside the pool (on the opposite side of the Festival area).

Trash Access

Exhibitor is responsible for trash removal. If electricity is required, each Exhibitor must provide his/her own power.

Event Breakdown

You are required to leave your site in the shape you found it. If there are any problems, a verbal warning will be used and if problems continue, Exhibitor will be charged a cleaning fee.

Inclement Weather

In the event that there are any questions regarding weather you may check the City's website at www.winchesterva.gov for cancellation announcements. There is no rain date scheduled. This is a rain or shine event. If you have any questions, please contact Amy Simmons at 540-532-9503 or Leslie Bowery at 540-664-8578.

Prohibited Items

- Consumption or possession of alcohol or controlled substances in Park.
- Dirty or unkempt booth or employees including any health department violations.
- Language or behavior that is not appropriate for the family-oriented event.
- Other violation of the Rules and Regulations provided.
- No items that can be classified as a weapon.

Compliance With Laws

Exhibitor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of its work. Exhibitor represents that it possesses all necessary license and permits required to conduct its business and will acquire any additional license and permits necessary for performance of this application prior to the initiation of work. Exhibitor shall at all times observe all safety measures necessary.

FAITH-BASED NON DISCRIMINATION

THE CITY OF WINCHESTER DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

International Festival

June 22, 2013

EXHIBITOR INVOICE

Please remit the following fee paid by check or money order payable to the **Winchester Parks Foundation**. Exhibitor fees are due no later than May 31, 2013.

Tax Status (circle one): For Profit or Not For Profit 501(c)3# _____

Fees (non-refundable):

For Profit \$30.00

Not For Profit FREE

Country Representative FREE

\$ _____ Exhibitor Fee Enclosed

★ **Checks MUST be made payable to:** Winchester Parks Foundation ★

Mail or drop off fee to:
Amy Simmons
Winchester Parks & Recreation
1001 East Cork Street
Winchester, VA 22601

I certify that the information I provide is true and correct and that I understand the rules and general information provided in this application.

Further, I certify that representatives of my organization will abide by said rules and regulations.

My representatives and I agree to hold harmless the City of Winchester, its directors, agents, employees and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my participation.

I understand that once I have been accepted; there will be no refund of my Exhibitor fee. If I am not accepted as an Exhibitor my fee payment will be returned to me.

I understand that I must abide by the rules set forth regarding electrical and disposal of trash and that if I do not, fines will be assessed accordingly.

I understand that failure to adhere to these rules and regulations will result in the termination of my participation in future events.

I understand that if the event is cancelled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.

Signature of Exhibitor's Representative

Date

Print Name

Title