

Concert Series

June 14, 2013
July 12, 2013
August 9, 2013

5:00pm - 9:30pm
Old Town Winchester, VA

Application deadline:
One Month Prior to
Event Date



For internal purposes only

Date application received: _____

Approved or Denied

Insurance End. Pg.

VENDOR/EXHIBITOR APPLICATION

(Check all that apply)

Exhibitor
Complete A, B & E

Merchandise Vendor
Complete A, B, C & E

Food Vendor
Complete A, C, D & E

Section A: Contact & General Information

Business/Organization Name: _____

Event Dates Requesting: June 14th July 12th August 9th

Type of Business: Profit Commercial For Profit Non-Profit/Gov't Tax-Exempt # _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Mobile: _____

Section B: Exhibitor Application

Type of Entry: Demonstration Vehicle display Business/Non-profit exhibit Sponsor
 Other _____

Total Space Requested: _____ ft x _____ ft # of Tents: _____ Tent Sizes: _____

NOTE: Tents that are 900+ sq ft must be inspected and have an occupancy permit issued. No exceptions, all tents must have fine exterior

Will there be any other large structures with your display? (Ex: inflatables, exercise equipment, vehicles, etc.) Yes No
NOTE: If inflatables will be used, insurance and amusement device permit required.

If yes, list the size and quantity: _____

Will you be charging a fee for any activities at your exhibit? Yes No If yes, why? _____

Do you need electricity? Yes No Are you bringing a generator? Yes No

Note: Electricity may not be available in all areas.

How much set up time is needed? _____

Section C: Merchandise Vendor Application

Provide a photo display and a list of items with prices you will be selling (attach additional sheet) Initial: _____

Note: If you are not a licensed business owner in the City of Winchester, VA, you must obtain a temporary business license from the City of Winchester's Commissioner of the Revenue (Rouss City Hall, 15 N. Cameron Street, Winchester, VA 22601, (540) 667-1815). Small fee applies.

Will your space consist of a trailer? Y___ N___ (trailers may be limited - we encourage tent exhibits)

Can you operate out of a Tent? Y___ N___

*Friday Night LIVE reserves the right to exclude particular vendors and/or items for sale. All vendors, and their products for purchase, must be approved by Friday Night LIVE.

Section D: Food Vendor Application

Food Vendor Requirements: I have read and understand all requirements below: _____ Initial

- Provide a list of all foods on your menu and prices (attach additional sheet)
- Complete and submit this application to Dario Savarese (contact info below) by Event Deadline. You will be notified if your application is accepted after all applications and insurance documents have been successfully completed and submitted.
- Submit an up-to-date (current as of May, 2013) insurance policy certificate with General and Product Liability limits of \$1,000,000 with the City of Winchester, VA (15 N. Cameron Street, Winchester, VA 22601) listed as additionally insured. Event location: Loudoun Street Mall, Winchester, VA 22601
- **Submit with insurance certificate an endorsement page from your insurance carrier.**
- If you are not a licensed business owner in the City of Winchester, VA, you must obtain a temporary business license from the City of Winchester, VA Commissioner of the Revenue (Rouss City Hall, 15 N. Cameron Street, Winchester, VA 22601, (540) 667-1815). Small fee applies.
- Complete and submit the Lord Fairfax District Health Department's Temporary Food Permit application two (2) weeks prior to event date if you are cooking onsite. If you are preparing all foods in an inspected kitchen (i.e. permitted restaurant) and not cooking onsite, you do not have to submit this form but you must follow all Health Department food safety guidelines. If you are selling bake sale items, a permit is not required. Contact the Health Department for details.

Will your space consist of a trailer? Y___ N___ (trailers may be limited - we encourage tent exhibits)

Can you operate out of a Tent? Y___ N___

*Friday Night LIVE reserves the right to exclude particular vendors and/or items for sale. All vendors, and their products for purchase, must be approved by Friday Night LIVE.

Section E: Invoice & Signature

**Please remit the following fee paid by check or money order payable to Full Circle Marketing.
Deadlines: June Show - May 14th, 2013, July Show - June 12th, 2013, August Show - July 9th, 2013**

Exhibitor/Vendor Fees:

Non-Profit/Military/Government Exhibitor - \$100

Merchandise/Food Vendor - \$250

Profit Commerical - \$250

Submit Application and Fee To:

Full Circle Marketing, Attn: Dario Savarese

4 S. Washington St., Winchester, VA 22601

Enclosed is a Check

I will be Paying by Credit Card

Card # _____ Exp. _____ VC # _____

For exhibitor and sponsorship information, contact Dario Savarese at (540) 722-8700 or dario@fullcirclem.com.

I certify that the information I provide is true and correct and that I understand the requirements and general information provided in this form. My representatives and I agree to hold harmless the City of Winchester, its directors, agents, employees, sponsors, and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my or my organization's 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 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: _____ Date: _____