



Saturday - October 7, 2017 - 11am to 6pm  
Powhatan's Historical Courthouse Square 3887 Old Buckingham Road, Powhatan, VA 23139

### Chamber Member Vendor Application Information

#### Fees & Details:

- \$100. for a 10' x 10' space (limit of 1 space per vendor).
- Event is held rain or shine with no refunds. No pets allowed except service dogs.
- Festival provides *only* an assigned space. Vendors are responsible for tents, table, chairs, & help.
- Tents to be surface standing with minimum (4) 5 lb weights. No ground stakes, due to asphalt.
- We expect that exhibitors will have liability insurance.
- Vendors accept full responsibility for their own negligent and other wrongful acts and omissions. The festival committee and its organizers will not be responsible for injuries, losses or damage of any kind.
- **Check-in is on RT 300 (Scottville Road), turn off RT 60 to RT 300 South. Given to you at check-in: One parking pass and two breakfast buffet tickets (more breakfasts may be purchased).**

**Set-Up & Take-down:** Set-up Saturday morning begins at 7:00 & must be complete by 10:00. Drive your vehicle to your space, unload, move your car to parking, *and THEN set up your booth.* DO NOT BLOCK TRAFFIC FLOW. **Take-down is 6 p.m. Vehicles may not be driven into festival until 6:30 p.m.**

**Electricity:** No electricity is available. Generators are not allowed.

#### Vendor Requirements:

- Vendors may not sell any product that creates excessive clean-up, such as peanuts in shells. Vendor trash must be taken with you.

#### Vendor Parking:

- The parking pass (given to you at check-in), must be displayed on dashboard to park in Vendor parking, all other vehicles park in general parking

**Ticket Information:** Vendors are given free *General Admission* when arriving for set-up. If you need other tickets, please purchase them in advance on: [powhatanwinefestival.com](http://powhatanwinefestival.com).

**Tickets:** General Admission- allows drinking if desired (21 & over) \$25 in advance/\$30 at gate.  
Youth (13-20) \$20 in advance/\$25 at gate.  
Children (12 & under) free

**All arriving to setup *do not* need a ticket. Buy a ticket for helpers coming into the festival later.**



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## Chamber Member Vendors

### F.A.Q.

- Q.** I need help to unload my car and set up my tent. Who will help me?  
**A.** We wish we could help, but we don't have enough volunteers to offer that service.
- Q.** I organize my booth in such a way that I need to setup the booth as I unload the car. Is that okay?  
**A.** Our festival is in a beautiful, but small setting. It gets very congested with cars. You must unload your boxes & tent, move your car and *THEN* come back to setup.
- Q.** Oh, I read that I only get one vendor parking pass! Please give me another one, I must have a second car.  
**A.** We cannot. Your second car can park in general parking which is just a little farther away than our limited vendor parking. One of our volunteers will direct you to both parking lots.
- Q.** Why do I have to wait until 6:30 PM to bring my car to my space for take-down? The festival closes at 6:00!  
**A.** This is a safety issue, because the public doesn't vacate the streets until long after we have closed.
- Q.** I would like tickets for the folks who have to come in later in day to help me with my booth.  
**A.** You will need to buy tickets (on [powhatanwinefestival.com](http://powhatanwinefestival.com)) for your helpers coming in later (after set-up).  
**Remember those arriving to setup in the morning do not need a ticket.**

#### Contact Information:

Your **contact** for questions and submitting your vendor application is **Susan Ash:**

Phone: 804-598-6969

Susan Ash

Email: [completepicture@verizon.net](mailto:completepicture@verizon.net)

802 Clayton Road Powhatan, VA 23139

2-21-17

## Chamber Member Vendor Application



**Thank you for your interest in being a Chamber Member Vendor!**

**Saturday, October 7, 2017, 11AM to 6PM**

This will be another great event with wineries, artisans, food, and 1000s of people expected.

Return this page of the application with your check made out to **"Powhatan Chamber of Commerce"** to:

Susan Ash 802 Clayton Road Powhatan, VA 23139

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe what you will be selling. ***All new and previous vendors must describe what you will be selling.***

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### Please complete the following Checklist

- Were you a vendor last year? Yes No
- Enclose check for \$ 100. Yes No
- Would you like the same space if possible? Yes No
- Does Powhatan's Festival of the Grape have your permission to list your company's name in printed media and on powhatanwinefestival.com? Yes No
- I have read the 3 pages of this application-**MUST SIGN HERE:** \_\_\_\_\_

Please submit completed application with check payable to Powhatan Chamber of Commerce.

If you have any questions please contact Susan Ash at 804-598-6969 or email: completepicture@verizon.net

OFFICE USE:  
Accept \_\_\_\_\_

***We hope to see you at the festival !***

Web \_\_\_\_\_