



Saturday - October 6, 2018 - 11am to 6pm  
Powhatan's Historical Courthouse Square 3887 Old Buckingham Road, Powhatan, VA 23139

### Arts & Crafts Vendor Application Information

#### Fees & Details:

- \$120 for each 10' x 10' space (limit of 2 spaces 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.
- **DO NOT ENTER ON ROUTE 13.**
- 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:

- All entries, *both new & previous vendors*, are screened for quality. Festival accepts or rejects an applicant to insure variety & quality. Photos or website displaying your crafts & booth are required with your application. Enclose a SASE to have photos returned.
- All jewelry vendors must create/assemble their own jewelry, no re-sale or pre-made jewelry.
- Vendors may not sell any product that creates excessive clean-up, such as peanuts in shells. Vendor trash must be taken with you.
- No *direct sales* vendors such as Tupperware, Mary Kay, etc. There are two exceptions: we have one direct sales vendor who is grandfathered in, and our chamber members in a special section.

#### 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.**



Saturday - October 6, 2018 - 11am to 6pm  
Powhatan's Historical Courthouse Square 3887 Old Buckingham Road, Powhatan, VA 23139

### **F.A.Q.**

- Q.** I have the best direct sales business! Do you have a dealer yet for [Tupperware, Mary Kay, etc]?
- A.** We have made the decision to not have direct sales type businesses at the festival. There are two exceptions to this: we have one direct sales vendor who is grandfathered in because she has been with us since the first year, and our chamber members who have a special section
- Q.** I sell beautiful jewelry that is very unique. I don't make it, but it is handmade by someone. May I be a vendor?
- A.** We are sorry but no. Your hands must make/assemble the jewelry.
- 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 have been a vendor with you for years, so I assume I am guaranteed a space!
- A.** Every festival we carefully look at each vendor that has set up. Based on that review some are not invited back the following year. It is to the benefit of the vendors and their customers to keep this a quality festival.
- 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: 804-690-3920

Susan Ash

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

802 Clayton Road Powhatan, VA 23139

2-14-18

# Artist and Crafter Application



**Thank you for your interest in being an Art & Craft Vendor!**

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

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

Complete application online *or*, 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.***

---

---

---

### Please complete the following Checklist

- Is your craft handmade by you? Yes No
- Were you a vendor last year? Yes No
- How many spaces are you requesting? One Two (@\$120.ea)
- Would you like the same space if possible? Yes No
- Photos of product & booth are enclosed? Yes No  
*(Include a self-addressed envelope if you would like them returned)*
- Photos are available on website: \_\_\_\_\_
- Photos will be emailed to Susan at completepicture@verizon.net
- 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:** \_\_\_\_\_

You will be notified by email of application acceptance or rejection.

Your credit card or check will not be processed if application is not accepted.

If you have any questions please contact Susan Ash at 804-690-3920 or email: completepicture@verizon.net

We do not have an application deadline. However some categories fill up fast!

OFFICE USE:

Accept \_\_\_\_\_

Categ. \_\_\_\_\_

Web \_\_\_\_\_

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