



JAMES RIVER WINE & MUSIC FESTIVAL
Presented by The Rotary Club of Lynchburg

Saturday, October 21, 2017 - 11 am-6 pm
Riverfront Park, Downtown Lynchburg VA

VENDOR APPLICATION

Owner _____ Phone _____
Trading as _____ Cell _____
Mailing Address _____ Fax _____
City _____ State _____ Zip _____ Email _____

Product Description:

Commercial *Example-home improvement service or any products delivered after the festival*

Retail Vendor *Example-direct manufactured/prepared merchandise, prepackaged consumables*

Craft/Art Vendor *Example-products **hand-made by you** and non-food*

Commercial:

Fee 10x10 Space-\$250 \$ _____

Retail Vendor:

Fee for 10x10 Space-\$150 \$ _____

Craft/Art Vendor:

Fee for 10X10 Space-\$100 \$ _____

TOTAL ENCLOSED \$ _____

(Fee will be refunded if application rejected.)

I/we understand that the James River Wine & Music Festival is not liable for injury to exhibitors, spectators or damage to vehicles and personal property. We agree to hold the James River Wine & Music Festival and City of Lynchburg and all officers, owners, employees and volunteers as co-insured harmless from any and all liability arising from our participation in the Festival.

Signature _____ Date _____

Mail Application, Certificate of Insurance and Payment to:

Checks made out to: The Rotary Club of Lynchburg

Mail information to: James River Wine & Music Festival / PO Box 1110 - Forest, VA 24551

Questions: Contact Shannon Watts: Phone 434.610.3407 / Email: shannon@keyfundraising.com

For office use:

Date rec'd _____ Completed Ap__ Certificate of Insurance__ Amt Paid _____

RULES AND REGULATIONS

JAMES RIVER WINE & MUSIC FESTIVAL

(The Festival reserves the right modify the rules with reasonable notice and to make final interpretation of all rules.)

DATE/HOURS/LOCATION:

Saturday, October 21, 2017, 11:00 am to 6:00 pm, Riverfront Park, Downtown Lynchburg

PROMOTION: The Festival will be promoted by an extensive marketing campaign designed for local, regional and statewide exposure for the Festival and its participants.

DISPLAY/EXHIBIT:

All displays, storage and activity must be confined within the designated space. Signage must be professional. Festival security will be provided. Festival is not liable for anything lost or stolen.

Space assignments are final decisions of the Festival.

Vendors are responsible for clean-up and for any and all damage caused by employees or vehicles.

SET UP/TEAR DOWN:

Set-up and breakdown times will be strictly enforced. You will be notified of check-in location and times.

The exhibitor's space must be occupied by 10:00 am on Saturday. If exhibitor fails to be present at this specified time, it will be considered a "NO SHOW" and their space may be eliminated with no refund. **Breakdown is not to begin until 6:00 pm.**

PARKING:

Exhibitors must park in the designated parking areas. Parking is free.

TAXES:

Vendors are responsible for collecting and reporting VA State Sales tax associated with their sales.

FESTIVAL PASSES:

Vendors receive two "Vendor Passes" good for wine tasting/glass voucher. Additional glasses/passes will be available at General Admission fee (\$10.00).

INSURANCE:

All vendors must carry General Public Liability with a minimum limit of \$1,000,000. Policy must include Product Liability Insurance. Exhibitor must include the James River Wine & Music Festival and City of Lynchburg on the policy as "Additional Insured".

When returning completed application, vendor must furnish Certificate of Insurance. This is a requirement prior to being accepted.

Vendors are responsible for their own display in case of loss or damage.

The Festival is not responsible for the loss of power or other acts of God.

The Festival is not liable for anything lost or stolen.

MISCELLANEOUS:

Trademarks, trade names, logos, service marks and symbols of the James River Wine & Music Festival constitute the valuable property rights of the Festival and shall at all times be subject to the strict control of the Festival. Any use of James River Wine & Music Festival's trade name, trademarks, logos, service marks or symbols must first be approved in writing.

Participation is at the discretion of the James River Wine & Music Festival.



The Rotary Club of Lynchburg
100 Years of Service 1917-2017

