



23rd Annual

Heritage Railway Festival

Saturday, June 3rd, 2017
10am-3pm

Heritage Railway Festival

June 3rd, 2017

BOOTH SPACE

- Spaces are 10' x 10' (food vendor spaces are 10x20)
- Limited electrical access is available and must be requested in advance.
- Vendors are responsible for set up, supervision, and attending their booths at all times.
- Props, tables, tents, and chairs are the vendor's responsibility.
- Vendors include any crafter, company, or organization that contracts with Historic Manassas, Inc. for the purpose outlined in this application

APPLICATION GUIDELINES

- Vendor space is limited. Vendors are selected based on relevance to the event. No political parties will be accepted.
- Duplication of vendor type will be avoided if possible.
- All new vendors must submit photos of display set up and products sold. HMI will review all displays before the festival opens and reserves the right to prohibit the sale/display of items not previously approved.
- Vendors are strongly encouraged to use portable tents for both visual exposure and protection from the elements. **However, all tents must be secured down with weights.**
- Vendors selling food products and/or serving samples should follow all Health Department guidelines and bring any health department certificates.

APPLICATION PROCESS

- Applications will be considered until April 30, 2017 or until all vendor spaces are filled.
- No telephone reservations will be accepted.
- All applicants must submit a **Certificate of Insurance** listing the City of Manassas and Historic Manassas, Inc. as an additional insured. An Endorsement **MUST** accompany your certificate. If you are a small crafter business without insurance, please contact Kristina Smith at ksmith@historicmanassasinc.org to discuss possible alternatives.
- The enclosed application form that applies, three (3) quality photographs (*new vendors only*) that represent the items intent for sale and/or display and booth set up, signed acknowledgement of terms and conditions, a copy of a certificate of insurance, and a self-addressed stamped envelope and payment should be mailed to: **Historic Manassas, Inc. 9431 West Street, Manassas, VA 20110.**
- Any application missing any of these elements will not be considered. Photos must be clearly marked with vendor's name and exhibit name. Checks should be made payable to **Historic Manassas, Inc.**
- Notice of acceptance will be sent via email within 10 business days of the festival. (Please note: If your payment has been processed, you have been accepted.)

RW Crafter Application

COMPANY _____

CONTACT _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PHONE _____

PRODUCT DESCRIPTION: _____

EXHIBIT SPACE REQUEST:

_____ 10' X 10' SPACES X \$100.00 = \$ _____

IF PAYING BY CHECK, PLEASE MAKE CHECKS PAYABLE TO: HISTORIC MANASSAS, INC. AND MAIL TO 9431 WEST STREET MANASSAS, VA 20110 WITH APPLICATION

CREDIT CARD PAYMENT:

CREDIT CARD #: _____

EXP. DATE: _____ CVC (3 DIGIT CODE): _____ ZIP: _____

RW Independent Consultant Application

COMPANY _____

CONTACT _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PHONE _____

PRODUCT DESCRIPTION: _____

EXHIBIT SPACE REQUEST:

_____ 10' X 10' SPACES X \$150.00 = \$ _____

IF PAYING BY CHECK, PLEASE MAKE CHECKS PAYABLE TO: HISTORIC MANASSAS, INC. AND MAIL TO 9431 WEST STREET MANASSAS, VA 20110 WITH APPLICATION

CREDIT CARD PAYMENT:

CREDIT CARD #: _____

EXP. DATE: _____ CVC (3 DIGIT CODE): _____ ZIP: _____

RW Non-Profit Application

MUST BE A 501c3

ORGANIZATION _____

FEDERAL TAX ID # _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____ PHONE _____

Brief description of your booth and information you plan to distribute:

EXHIBIT SPACE REQUEST:

_____ 10' X 10' SPACES X \$100.00 = \$ _____

IF PAYING BY CHECK, PLEASE MAKE CHECKS PAYABLE TO: HISTORIC MANASSAS, INC. AND MAIL TO 9431 WEST STREET MANASSAS, VA 20110 WITH APPLICATION

CREDIT CARD PAYMENT:

CREDIT CARD #: _____

EXP. DATE: _____ CVC (3 DIGIT CODE): _____ ZIP: _____

RW On-Site Sponsorship Application

OPPORTUNITY FOR SPONSOR TO DISTRIBUTE PROMOTIONAL MATERIALS ON-SITE

ORGANIZATION _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PHONE _____

Briefly describe your planned sponsor exhibit, including all marketing items to be distributed

EXHIBIT SPACE REQUEST:

_____ 10' X 10' SPACES X \$750.00 = \$ _____

IF PAYING BY CHECK, PLEASE MAKE CHECKS PAYABLE TO: HISTORIC MANASSAS, INC. AND MAIL TO 9431 WEST STREET MANASSAS, VA 20110 WITH APPLICATION

CREDIT CARD PAYMENT:

CREDIT CARD #: _____

EXP. DATE: _____ CVC (3 DIGIT CODE): _____ ZIP: _____

MANASSAS HERITAGE RAILWAY FESTIVAL TERMS AND CONDITIONS

The Manassas Heritage Railway Festival (hereby after called the Organizer) and the Vendor agree that reservations and booth selection will be accepted on a first come, first serve basis. Payment must accompany the entire completed application form. Applications from **new vendors** will not be accepted without completed application form, three (3) quality photographs that represent the items intent for sale and/or display and booth set-up, signed acknowledgement of terms and conditions, payment, and a self-addressed stamped envelope. All checks are to be made payable to Historic Manassas, Inc.

Vendor understands that exclusivity of exhibitors is not offered.

Vendor understands that this agreement does not authorize the Organizer to obligate or award appropriate funds or future business. Future sponsorship, if any, will be governed under separate agreements.

Vendor agrees that the event is rain or shine and all fees are non-refundable. If on the RARE occasion this event is cancelled at the event organizers discretion, 50% of the entrance fee will be refunded to the vendor.

Vendor agrees not to sublet space or exhibit merchandise other than specified without permission from Organizer. The Organizer must approve all items that are to be sold at Vendor's booth. Organizer reserves the right to reject or restrict any exhibit.

Vendor understands that booth locations are subject to change without notice. Booth exhibit areas include 10'x10' space. It is the responsibility of the Vendor to provide tent, tables, chairs and props. Limited electrical access is available and must be requested prior to the event. Booth displays should be professional and properly maintained.

Vendor understands that tents, tables, chairs and any other equipment required for display will be provided by the Vendor.

Vendor agrees that no out of booth solicitation is permitted including the use of amplification.

Vendor agrees that all display items, products and signage must fit within booth space. Nothing may obstruct the free flow of pedestrian traffic on walkways, sidewalks, or any other area used for such traffic.

Vendor agrees that all displays will be fully set up by 9:30 a.m. and remain intact until 3pm on Saturday, June 3, 2017. No vehicles will be allowed into exhibit area after 9:00 am or before 3pm. Vendor agrees that storage space is confined to assigned table/booth area.

Vendor agrees to complete booth breakdown by 4:00 pm on Saturday, June 3, 2017.

Vendor agrees to have his/her booth staffed during the entire event. Booth space must be maintained in a clean and orderly manner at all times and be clean and orderly upon departing the event. ***All boxes and debris must be removed from the event. Trash removal will not be provided.***

Vendor understands that the playing of loud music or other loud noise is not permitted.

Vendor will indemnify, defend, and hold harmless the Organizer, The Loy E. Harris Pavilion, City of Manassas, and Historic Manassas, Inc. -its officers, board of directors and employees, successors, and assigns from any claims, damages, liabilities, losses, government proceedings, and cost and expenses, including reasonable attorneys' fees and costs of suit, arising out of any or all aspects of this Agreement and Vendor's activities hereunder. Third parties will look solely to the Vendor for any payment and satisfaction of any obligation or claim arising from this event, or any act of omission by it in the performance of the activities as outlined in the agreement.

Name:

Signature:
