

VENDOR APPLICATION

21st Annual

Manassas Heritage Railway Festival

June 6, 2015 • 10 a.m. to 3 p.m.



Reservations and space assignments will be processed on a first come, first serve basis and are subject to the approval of the Manassas Heritage Railway Festival Committee.

All vendors must fit within the Railway theme.

Name of Business:

Tax ID:

Contact Name & Cell Phone:

Mailing Address:

City:

State:

Zip:

Email Address:

Office Phone Number:

Fax:

Product Description:

Booth Space Request– 10x10- \$100

Number of spaces: x \$100= Total enclosed:

Method of payment: Check Enclosed Credit Card (info taken over the phone)

Number of street access passes needed (2 max):

How did you hear about this festival?

Application Deadline: May 15, 2015

Festival Terms & Conditions

Historic Manassas, Inc., the organizer of the 21st 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. Application will not be accepted without completed application form, three (3) quality photographs (new vendors only) that represent the items intended for sale and/or display and booth set-up, and a signed acknowledgement of terms and conditions.

Historic Manassas, Inc. is going green. All vendor materials will be sent via email, unless specifically requested by a vendor. If a vendor would like us to mail their materials, please provided us with a self addressed envelope.

All completed applications, photos, and registration fees must be received by the May 15, 2015 deadline. Any applications received after this date are not guaranteed consideration.

Vendor understands that the fee per booth space is \$100.00 for each 10 ft x 10 ft space, and that this fee is non-refundable. All booths and are outside.

Vendor understands that exclusivity of exhibitors is not offered.

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

Vendor agrees not to sublet space or exhibit props or merchandise other than specified without permission from Organizer. Organizer reserves the right to reject or restrict any exhibit.

Vendor understands that booth locations are subject to change without notice. It is the responsibility of the Vendor to provide tent, chairs and props. Vendor agrees that all Vendor products and signage must fit within booth space. Nothing may obstruct the free flow of pedestrian traffic on walkways, sidewalks, roads, driveways, parking lots, or any other area used for such traffic.

Electricity is only available upon request.

Vendor agrees that no out-of-booth solicitation is permitted.

Vendor understands that absolutely no food or drink may be sold from booth space.

Vendor agrees that all displays will be fully set up by 9:30 am on Saturday, June 6, 2015. No vehicles will be allowed into exhibit area after 9:00 am and MUST be removed from the exhibit area prior to 9:30am. Vendor agrees that storage space is confined to assigned table/booth area. No display may be dismantled and no vehicles may be brought into the festival footprint before 3:00 pm on the day of the festival.

Vendor agrees to complete booth breakdown by 4:00 pm on Saturday, June 6, 2015.

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 Festival.

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

Vendor understands that all displays and/or products or services offered in the display must be related to the railway theme or concern model railroading. No other commercially-oriented items will be permitted.

Vendor will indemnify, defend, and hold harmless the Organizer, Sponsors, City of Manassas, its officers 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 Vendor's activities as outlined in the agreement.

All vendors must provide a certificate of liability insurance in the amount of \$1,000,000 naming the City of Manassas AND Historic Manassas, Inc. as additional insured. The policy should include an endorsement of the policy. If you are a small "mom and pop" business and do not have insurance, please reach out to our events coordinator for possible alternatives.

By completing and signing this application form, I agree to comply with all the rules and regulations of the Manassas Heritage Railway Festival. I understand that non-compliance with any rule or regulation may, among other things, jeopardize future participation.

Signature:

Date:

Please return this signed form with required documents no later than May 15, 2015 to:

21st Annual Manassas Heritage Railway Festival
Historic Manassas, Inc.

9431 West Street Manassas, Virginia 20110

Email: ablewett@historicmanassasinc.org **Phone:** 703-361-6599 **Fax:** 703-361-6942