

# 2018 Celebrate America

Wednesday, July 4, 2018 – 4:00pm to 10:00pm

**BOTH PAGES MUST BE COMPLETED AND RETURNED**

**NO LATER THAN MAY 1, 2018**

## PART A: Applicant Information

Company/Organization _____
Contact Person _____
Contact's Phone numbers (work) _____ (cell) _____
Contact Person's E-Mail _____ Fax # _____
Company/Organization Address _____
City/State/Zip _____
Event Listing _____
Business Tax ID # _____

## PART B: Logistical Information

This information will be used for placement of your booth.

You will be using a:  Tent  Trailer/food truck

Dimensions:  Frontage  Depth  Height

You will be using:  Provided Electrical Access  Generator (*restrictions may apply*)

## PART C: Menu Description

List all items that you would like to vend at the festival, along with pricing. **NOTE: HMI reserves the right to exclude certain items to avoid over representation and insure festival appropriateness. Only approved listed items may be vended at the festival.**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## PART D: Documentation Required

The following must be submitted with this application no later than May 1, 2018.

- A certificate of liability insurance in the amount of \$1,000,000 naming the City of Manassas AND Historic Manassas, Inc. as additional insured. An endorsement of the policy must accompany your certificate of insurance.
- A copy of your current vendor license and health inspection permit.
- A photo of your vendor set up from a recent festival.
- A check in the amount of \$400.00- flat rate for participation.

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## **PART E: RULES of the 2018 Celebrate America event in Manassas, Va.**

- **Booth space is 10x20, unless otherwise arranged.** Vendor agrees to pay a booth fee of \$400.00.
- **Vendor** must supply all needed equipment. Standard electrical and potable water access is provided. All vendors and their agents or representatives, are required to conduct business and solicitation within the booth space area. No canvassing the festival grounds is permitted.
- **Parking for stock vehicles only will be made available near the booth space. All other vehicles must park** in public parking areas.
- **Voice Amplification devices** may not be used. Amplified music is not permitted.
- **Generators** must not emit fumes, odors, or noise that may affect the sales or operation of other festival areas/vendors. Noise must stay between 53-59 dbA. Over this will result in dismissal.
- **Exhibitors may arrive at 1pm** to complete set up no later than 4pm, and must stop selling at 10pm. Break down and clean up may not begin before 10pm, and must be complete by 11pm.
- **No vehicles can be moved within festival limits between 4pm and 10pm.**
- **Trash must be removed** by the vendor and the area be left clean.
- **Vendor understands that exclusivity of food items is not offered**, but that every effort is made to make sure items are not over-represented.
- **Vendor agrees that this event is “rain or shine”** and that vendor fees are non-refundable.
- **Vendor agrees not to sublet booth space**, or sell items not represented in this application.
- **Emergency Closing** - The Festival Director has the right to close any or all parts of the festival to ensure the safety of attendees. Event leadership will work with the Director in case of an impending storm or other emergencies to determine the most appropriate plan of action.
- **Failure** to comply with all rules and regulations may result in the rejection of future festival applications.
- **This application applies to the 2018 Celebrate America event ONLY.**

## **PART F: VENDOR Acceptance**

The person submitting this application and signing below verifies he/she has the legal right to act on behalf of the participating vendor. The vendor, including all of its employees, agents and other representatives hereby holds harmless and indemnifies Historic Manassas, Inc and the City of Manassas, Virginia and all sponsors, board members, employees and other representatives of each, for any damages or liability incurred as a result of the actions of the participating vendor in the 2018 Celebrate America event. Any damage to HMI or City of Manassas equipment or property due to noncompliance with the information supplied at any time by the vendor will result in financial obligation to the vendor.

I agree that all representatives acting on the vendor's behalf for any matter pertaining to the 2018 Celebrate America event will be subject to rules herein as well as any rules provided to vendor representative(s) prior to and/or during the festival.

Signature \_\_\_\_\_ Date \_\_\_\_\_