

52<sup>ND</sup> ANNUAL

# FESTIVAL OF LEAVES VENDOR APPLICATION

**Saturday, October 12, 2024 10:00 am – 6:00 pm**

Vendor spaces 10' x 10'

Deadline for Crafter/Artist, Commercial, and Non-Profit application is September 1st, 2024.

No refunds issued after September 15th, 2024. **THIS IS A RAIN OR SHINE EVENT.**

**\*\*\$25 Early Bird Discount available through August 19<sup>th</sup>, 2024\*\***

## Vendor Information (please print clearly)

Vendor/Company (as listed on printed materials) \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Company Address \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_

Social Media Info \_\_\_\_\_

Type of Business/Product to be displayed \_\_\_\_\_

Please indicate the number of spaces to be reserved in the following categories:

\_\_\_ **CRAFTER/ARTISTS - \$125** This is a juried show. See rules & regulations for qualifications.

\_\_\_ **COMMERCIAL - \$200**

\_\_\_ **NON-PROFIT - \$100** (non-food) Must be 501(c)3

\_\_\_ **POLITICAL CANDIDATE - \$200**

\_\_\_ **WARREN COUNTY NON CRAFTER - \$75**

\_\_\_ **DOWNTOWN MERCHANT - \$50** MUST be located on Chester or Main St.

\_\_\_ **ELECTRICITY - \$25 per receptacle** (limited availability of 110V outlets)

**IF YOUR SET UP IS LARGER THAN 10'X10' YOU MUST PURCHASE ADDITIONAL SPACE.**

## Payment Information

\_\_\_ Check Enclosed (Please make check payable to FRIBA) Check # \_\_\_\_\_ Paypal paypal@frontroyaliba.org \_\_\_\_\_

\_\_\_ Please Charge: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ ZIP: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

## Authorized Signature

\_\_\_ I have read and agree to the Terms and Conditions of this Contract for exhibit space and affix my signature to commit to participating in 52<sup>nd</sup> Festival of Leaves according to the terms stated.

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

### **ASSIGNMENT OF EXHIBIT SPACE:**

Space will be assigned with due consideration to an Exhibitor's preference based upon date of receipt of application & payment. Specific space locations and/or exhibitor requests cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the FOL committee.

### **BOOTH DIMENSIONS AND DESIGN:**

Booth size will be 10'x10'. If your booth size is larger, you must purchase another space. Space reservations are for space only. Tents, tables & chairs are not provided. Exhibitor is responsible for own signage. All exhibits must be freestanding. No bolts, screws, hooks or nails shall be driven into buildings, sidewalks or pavement.

### **CRAFTERS/ARTIST REQUIREMENTS:**

Please provide website or Facebook address where images and/or samples of your work can be viewed. You may also email images to vendors@festivalofleaves.org. If digital images are not available, please submit photos of your work. All work must be the original creation of the crafts person. Kit assembled work and/or imported crafts are considered commercial. Photos and slides will be returned with your notification of acceptance or denial if a self-address stamped envelope is provided.

### **ELECTRICITY:**

Add \$25 if access to 110v power is needed, per outlet provided. Extension cords are not provided and must be supplied by Exhibitor. If a generator is used, it must be in a soundproof box.

### **WATER:**

Water is the responsibility of the vendor.

### **REASSIGNMENT OF SPACE:**

Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of FOL committee.

### **CARE OF EXHIBIT SPACE:**

Sidewalks MUST be kept clear. All exhibitor products and materials must be stored and maintained within booth space allotted. Trash must be placed on curb at the close of show; large items, such as packaging and/or boxes must be broken down.

### **LIABILITY AND INSURANCE:**

If insurance is desired, it must be placed by the Exhibitor. Exhibitors are advised to see that their regular company insurance includes extra territorial coverage, and that they have their own theft, public liability and property damage insurance. Neither the sponsors, the employees thereof, nor their representatives, nor any employee of FRIBA will be responsible for injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract, and the Exhibitor on signing this contract expressly releases the Sponsors, FRIBA, its employees and representatives from, and agrees to indemnify same against any and all claims for such loss damages or injury.

### **CANCELLATION POLICY:**

FOL will take place rain or shine. NO refunds will be issued due to weather. Should an Exhibitor find it necessary to cancel their space, written notice must be sent before September 15<sup>th</sup> in order to receive a refund. Refunds issued are at the sole discretion of the FOL committee. Cancellations received after September 15<sup>th</sup> will not receive a refund of their Exhibitor fee(s).

### **AMENDMENTS:**

FOL shall have full power to interpret or amend these rules. Wherever these rules do not appear to cover specific situations, FOL reserves the right to make such rulings as may appear to be in the best interests of the show and the Exhibitor agrees to abide by such rulings.

## **RETURN APPLICATION TO:**

By Mail to:  
Festival of Leaves  
1 Kidd Lane, Front Royal, VA 22630

For Questions or Concerns email to: [vendors@festivalofleaves.org](mailto:vendors@festivalofleaves.org)

[www.FestivalofLeaves.org](http://www.FestivalofLeaves.org)