



ChesterFest 2017 – 16th ANNUAL!
Presented by the CHESTER COMMUNITY ASSOCIATION

VENDOR APPLICATION INFORMATION

Set-Up Day/Time: YOU MUST CHECK IN BEFORE SETTING UP!!

Saturday, September 23, 2017 ~~~7:00 a.m. -- 9:00 a.m. Please arrive at your assigned time, and be ready for the day! Event hours are 10 a.m. -- 4 p.m.

IMPORTANT!! Please unload and remove all vehicles from the area BEFORE you start setting up!

This will make it easier for everyone and also make room for others! Parking is NOT allowed in the library lot. You will receive parking info at check-in. Please note that vendor parking is **VERY** limited & will be limited to **ONE** on-site parking pass per paid space. All other vehicles must park off-site; further info will be provided with your mailed confirmation (approx. 2 weeks prior to event).

This is a rain or shine event – NO REFUNDS!!

All vendors are expected and **agree** to remain all day. Removal of your stand will start **AFTER 4:00 p.m.** or when officials deem it safe for vehicles to enter the area. Vendor parking will be in assigned designated areas only. Any vendor leaving prior to the 4:00 p.m. end time will **NOT** be considered for future ChesterFest events. Vehicles are **NOT** to be brought into the event area during the event time.

All vendors are responsible for the security of their own property.

Each space is 10 ft. X 10 ft. Multiple spaces may be purchased.

Vendors must provide their own tents/tables/chairs.

Any tents, banners and advertisements containing profanity, nudity or anything that is in violation of Chesterfield County code are prohibited.

No alcoholic beverages can be brought to ChesterFest area by vendors.

All vendors are responsible for the collection of any/all sales tax and meeting local license and permit requirements for resale, if applicable.

Any music or sound equipment should be heard at your location **ONLY!**

Any use of a generator MUST have prior approval. All generators MUST be of the quiet type. NO EXCEPTIONS!!!

Electricity is NOT available.

All food and drink items will be sold by food vendors ONLY! Special exceptions for those with craft food items.....**SAMPLES ONLY!** Food Vendors need to request separate **FOOD vendor** application.

Special requests must be made on vendor application & there is no guarantee that such/any special request(s) may be granted.

More info efausz@yahoo.com or Elliott Fausz @ 804-405-5443 (Please use email if possible)



September 23, 2017 Sponsored by the Chester Community Association
Vendor Application

All applications must be received by July 31, 2017 – Space is limited

Any application received after 7/31/17 will be assessed a \$25 late fee.

Please make all checks/money orders payable to **ChesterFest**

***Returned ISF checks will be assessed a \$35 fee.*

Please PRINT All Information

****First Come, First Served****

Vendor Contact Name: _____

Vendor Business Name (if applicable): _____

***There will be a limit of no more than two (2) alike commercial name-recognition vendors (exp.: Tupperware, Avon, Mary Kay, etc.) Such vendors will be assigned appropriate spaces in different areas of the ChesterFest.*

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Description of Goods, Special Request & Other Comments: (Use back if needed)

(You will ONLY be allowed to sell what is listed)

Will you be using a generator: YES NO

Will you bring a trailer: YES NO

limited spaces available, 50 foot extension cord required

\$50 per space for non-profit organizations Number of spaces requested: _____

****Non-profits must have 501 C-3 Status.**

\$75 per space for crafters & artisans Number of spaces requested: _____

\$120 per space for commercial sales Number of spaces requested: _____

\$200 political organizations Number of spaces requested: _____

In consideration to signing this form, I, the vendor/participant do hereby release any and all rights and claims against the Chester Community Association, the ChesterFest Event, its Coordinators and assigns for any and all injuries and incidents suffered or by loss at the ChesterFest.

Signature: _____ **Date:** _____

By signing the above, I am stating that I have read and understand the application and info sheet enclosed.
(Only signed applications will be considered).

Please return the completed application along with payment and a **stamped, self-addressed envelope to:**

ChesterFest

PO Box 3175

Chester, VA 23831

For more information call 804-405-5443

ASSIGNED: _____

STAFF USE ONLY:

Booth Number

Received \$ _____ on _____

Payment Form: _____