

Keep Prince William Beautiful Festival 2016 Exhibitor Guidelines

Presented in Partnership with The Potomac Nationals
Saturday, April 23, 2016
Potomac Nationals Stadium
10:00 AM - 4:00 PM



The Keep Prince William Beautiful Festival is a new community event designed to showcase businesses, nonprofits, food vendors, and other organizations that advance our mission and community life in the county. The event will be held in collaboration with The Potomac Nationals on April 23. This family friendly event is free to the public as well as your leashed pet. There is a small fee for the Touch-a-Truck area and admittance to the play area.

Application Process & Fee: Non-Profit Booths are available with the proper verification of non-profit status and a small one-time fee of \$150. The price for all other vendors is \$299.

All payments and registration forms must be received by March 23, 2016. Applications should be emailed to afaille@kpwb.org or mailed to Keep Prince William Beautiful, Attn: Aliya Faille, 4391 Ridgewood Center Dr, Suite F, Woodbridge, VA 22192.

Space Assignments: Booth locations will be determined no later than April 15th. Considerations will be based on other vendor types and time of submission of application. Submittal of application does not guarantee participation, and all accepted vendors will receive a confirmation email letter within two weeks of receiving the application. No payment will be processed until confirmation of placement.

Only vendors accepted by Keep Prince William Beautiful or Potomac Stadium are permitted to participate at the festival; subletting, selling or giving away space to anyone is not allowed.

Booth: All booth spaces are 10'x10' and must be neat, attractive and well-maintained. Signage with visible prices are required. All works and displays must stay within your designed spot. No boxes, extra merchandise or debris should be visible at any time during the festival. All vendors are responsible for their own displays, goods and materials. All vendors with generators must have a fire extinguisher. Tables and Chairs are not provided by Keep Prince William Beautiful, however they can be rented through Sammy's Rental; please visit their website for more information <http://www.sammysrental.com/home/>

Weather: Keep Price William Beautiful Festival will operate rain or shine.

Payment: Exhibitor payments must be received in full at the time the application is submitted. All checks should be made payable to Keep Prince William Beautiful. For more information, please email afaille@kpwb.org for details.

There is an additional fee charged for credit card payments of 2.9% + \$0.30 USD through PayPal. If you need different payment options please contact us directly. Payments and applications should be mailed to the address on the last page.

No refunds will be issued once you are accepted into the festival for any given reason. By submitting payment you hereby agree to all terms set within this application form.

Load In/Load Out: All vendors are expected to arrive between 7 and 8 a.m., up to two hours prior to the start of the event and will be allowed to load out only after the event has ended. Vendors may not vacate premises until the event has ended. A schedule of staggered arrival times will be sent out to assist in an easy and effective load in.

Load in/load out times may change and participants will be notified in prompt time if need be.

Cancellation Policy: Food and non-food vendors have 15 days from the submission of application to cancel and receive a full refund for your 2016 festival vendor fee. Cancellation after the 15 day period will forfeit 100% of your application fees.

Clean Up: Your assigned area must be kept clean throughout the event and must be left spotless afterwards. Trash cans and recycling bins will be available for vendors to recycle and clean up the trash from their area.

Conduct: Rude, obscene or abusive languages and /or threatening or actually physical restraint and /or abuse of another vendor, staff or general public is strictly prohibited and will result in immediate removal and banishment from participation in the remainder of the festival and future KPWB events. All local laws must be followed.

Advertising: Rates for advertising in the Festival Program Book that will be handed out at the gates are as follows: Event Vendor Rates: ¼ page \$35, ½ page \$60, Full Page \$100. Non-Vendor Rates: ¼ page \$70, ½ page \$100, Full Page \$175. There is limited space, Advertising spots will be sold on a first come basis.

Insurance: KPWB will not be responsible for any personal injury, damage or loss of materials from any cause whatsoever, while in transit to or from the Festival, or while at the Keep Prince William Beautiful Festival. The public areas of the Festival are covered for general liability. However, if exhibitor's liability insurance is desired, it must be placed by the Exhibitor. Exhibitors are advised to see that their regular company insurance includes extraterritorial coverage and that they have their own theft, public liability, and property damage insurance to cover their space.

