



31th Annual Centreville Day

October 19, 2024

“Revolutionary Roots, Modern Branches”

Non-Food Vendor Application: Reserve a space in the Marketplace for your Business or Organization. Have a business related to recycling or safety? Contact geohunters@aol.com for Safety Expo opportunities. Questions? E-mail us at CentrevilleFHC@gmail.com or go to www.CentrevilleDay.org . Mail application and payment (checks are payable to FHC) to: **Friends of Historic Centreville, PO Box 1573, Centreville, VA 20122.**

Name of Organization/Business: _____

Mailing Address: _____

Business or organization web address: _____

The name of the person you want us to contact about your space: _____

Phone Number(s): _____

Email Address _____

INDICATE NUMBER of 10 x 10 foot SPACES you need. You may bring your own canopy, tables, and chairs or rent from us (see below); There is NO electricity included. Generators require permission.

EARLY BIRD!	Aug 9-Sept 30	After Sept 30	Rental Fees (Optional)
Business \$180	Business \$210	Business \$270	Canopy only: \$100
501 3c \$96	501 3c \$120	501 3c \$150	Table & 2 chairs: \$25
Crafter \$60	Crafter \$90	Crafter \$120	Canopy, table & 2 chairs: \$125

501 3c groups are churches and charitable organizations, political campaigns are not 501 3c charities. “Crafters” sell items they have made with their own hands. All other vendors are businesses.

Number of 10 foot x 10 foot spaces: _____ **x RATE** _____ **= Total \$ Enclosed:** _____

Registrants applying after Sept 30 may not be included in program & other printed material.

I have read and agree to abide by the Vendor Terms and Agreements (below).

Signed: _____ **Date:** _____

Committee Use Only: Date Rcvd _____ Payment Rcvd _____ Action _____

Centreville Day 2024 Vendor Terms and Agreements

APPLICATION: The Friends of Historic Centreville (FHC), organizer of Centreville Day 2024, and the VENDOR agree that an application for a space will not be complete until full payment is received and accepted by the FHC. FHC reserves the right to refuse any applicant. If an application is refused, FHC will refund the fee. All vendors applying before Sept 30 will be listed on the Centreville Day website and in the printed program.

FEES: See list above. Note increases in rates after June 31 and September 30. Crafters, artists & artisans selling their own handmade creations, all other retailers are business vendors. Charitable organizations or churches are 501 3 c non-profits. If you are a political campaign you are not a charity and we ask that you pay the business rate. Proof of 501 3c status may be requested

EXCLUSIVITY: FHC does NOT promise exclusivity to vendors. FHC reserves the right to decline applications to limit the number of vendors within a class (eg dentists, window contractors, etc).

UNFURNISHED SPACES NOT BOOTHS: FHC will provide **unfurnished spaces without electricity**, each space is 10 foot by 10 feet. **Please see our policy regarding use of generators.**

Spaces are outside and subject to weather. **The Vendor agrees to provide tables, chairs, display props and other appropriate furnishings.** Feel free to contact us if you wish a referral to a rental company. All tables, chairs, canopies, props, and merchandise must fit within the space or spaces the vendor has purchased. Nothing may obstruct the free flow of pedestrian traffic in walkways adjoining booth space or intrude into other vendor's areas.

REFUNDS: Unless prevented by Covid-19 restrictions or inclement weather, Centreville Day occurs Saturday, October 19, 2024 from 10am to 4 pm. **There is NO RAIN DATE and NO REFUNDS FOR INCLEMENT WEATHER.**

USE OF GENERATORS ONLY BY PERMISSION: Both to meet county regulations and to provide a pleasant atmosphere conducive to interacting with the public for all vendors, FHC allows the **use of generators only by special permission.**

COUNTY REGULATIONS: Furnishings brought by vendors are subject to **Fairfax County regulations and inspection by county marshals.** FHC will not refund fees to any vendor that cannot participate as a result of failing inspection. **Vendors are responsible for knowing and meeting County regulations.** As a courtesy, we note the following regulations:

- > **Canopies must be anchored against the wind either by stake or weights. (Stakes may be prohibited in some areas or not practical on paved sites.)**
- > **Canopies should meet NFPA701 standards (flame retardant).**
- > **No open flame or smoking beneath a canopy.**

NO FOUR-WALLED TENTS: FHC does not permit the use of four-walled tents at Centreville Day.

TRICK or TREAT TRAIL: Vendors will receive a pumpkin marker to display if they wish to participate in the Trick or Treat trail for children. Vendors may give away promotional items, water, stickers, small toy, or candy items.

NOISE: The Vendor agrees to refrain from using loud music, video or similar presentations in a manner that interferes with the capacity of other vendors to conduct business.

COMFORT: Port-a-Johns and food vendors will be available at the event.

CANCELLATION: FHC reserves the right to cancel or declare an early end to Centreville Day if weather conditions significantly inhibits audience attendance and significantly decreases the comfort of vendors.

SET UP & TEAR DOWN: Vendors are required to set-up and tear-down their own spaces. **Set up will occur between 7 am and 9:30 am.** The event venue has narrow streets. FHC will send out a schedule of staggered set-up times in order to limit congestion. All vehicles must be moved to the designated parking area by 9:30 am. Tear down will begin at 4 pm. As a courtesy to other vendors, please do not break down before 4 pm. **For the safety of pedestrians, no vehicles will be allowed into or out of the area before 4:30 pm.**

PARKING: A specified area for parking Vendor vehicles will be provided. Vehicles may not be parked adjoining or within your space. During the event the streets will be closed to all vehicles and parking is not allowed except in designated parking areas. Shuttle service will be provided to off-site parking.

SALES TAX: The collection and payment of sales taxes are the responsibility of the Vendor.

SUBLETTING & DISPLAY CONTENT: The Vendor agrees not to sublet or share space. FHC reserves the right to reject or restrict any exhibit.

MAINTENANCE & SECURITY: The Vendor is responsible for staffing their space and for maintaining it in a clean, orderly and secure fashion. The Vendor is also responsible for leaving a clean area at the end of the day. FHC will provide containers for trash. FHC does not guarantee the security of Vendor merchandise or property.

INSURANCE & HOLD HARMLESS: All vendors are expected to carry general liability insurance for their own protection.

The Vendor will indemnify, defend, and hold harmless the Friends of Historic Centreville, Centreville Day sponsors, the Fairfax County Park Authority, the County of Fairfax, or any of the officers, employees, successors, and assigns of any of the above, from any claims, damages, liabilities, losses, government proceedings, or costs and expenses including attorney's fees, 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 or satisfaction of any obligation or claim arising from this event, or any act of omission in the performance of the Vendor's activities outlined in this Agreement.