

Old Town Winchester, VA

Event Date: _____
Time: _____



Application deadlines vary.
Minimum four (4) weeks prior to
event date

FOR INTERNAL PURPOSES
ONLY

DATE APPLICATION
RECEIVED:

Payment Received: _____
Payment Method: _____
Vendor Location: _____
Certificate of Insurance Received: ?
 Insurance \$?.

VENDOR APPLICATION

(Check All that Apply)

Non-Profit/Church School Business

SPACE IS LIMITED

Section A: Contact & General Information

Business/Organization Name: _____
Non-Profit 501 (c)(3)/ Churches Tax Exempt # _____
Contact Person: _____ Title: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Mobile: _____
Email: _____

Section B: Exhibitor Application

Exhibit Type: Demonstration Vehicle display Business/Non-profit exhibit Sponsor
 Other _____

Total Space Requested: _____ ft. x _____ ft. # of Tents: _____ Tent Sizes: _____

NOTE: Tents that are 900+ sq. ft. must be inspected and have an occupancy permit issued. No exceptions.

Will there be any other large structures with your display? (Ex: inflatables, exercise equipment, vehicles, etc.) Yes No

NOTE: If inflatables will be used, insurance and amusement device permit required.

If yes, list the size and quantity: _____

Will you be charging a fee for any activities at your exhibit? Yes No If yes, why? _____

Do you need electricity? Yes No Are you bringing a generator? Yes No

Note: Electricity may not be available in all areas. How much set up time is needed? _____

Section C: Vendor Application

Please attach a photo of your display and provide a description of interactive and educational activities at your booth space here :

If no photo available, please describe in as much detail as possible regarding your interactive/experiential activity/display. (attach additional sheet)

Note: If you are not a licensed business owner in the City of Winchester, VA, you must obtain a temporary business license from the City of Winchester's Commissioner of the Revenue at (540) 667-1815. A fee of \$35 applies.

Will you operate out of a Tent? Y__ N__ (All tents must have 40 lbs. of weight holding each tent leg)

Do you need Tent Weights? Y__ N__ (\$50 additional cost)

Do you need a Tent? Y__ N__ (\$200 additional cost)

Will your space consist of a trailer? Y__ N__ (trailers may be limited - we encourage tent exhibits)

**Full Circle Marketing reserves the right to exclude particular vendors and/or items for sale. All vendors, and their products for purchase, must be approved by Full Circle Marketing.*

Will you need electric? Y__ N__ (\$15 additional cost)

INSURANCE:

- All exhibitors must carry General Public Liability with a minimum limit of \$1,000,000.
- If selling products, Exhibitors' Liability Insurance Policy must include Products Liability Insurance.
- When returning completed application, vendor must furnish current evidence of insurance complying with requirements stated in this condition; this is a requirement prior to being accepted.
- NO EXCEPTIONS WILL BE MADE.
- Exhibitors are responsible for their own display in case of loss or damage.
- Not responsible for the loss of power or other acts of God.
- City of Winchester and Full Circle Marketing are not liable for anything lost or stolen.

Section D: Payment & Signature

Please remit the following fee paid by check or money order payable to Full Circle Marketing.

Deadlines: Minimum Four (4) Weeks prior to Event Date

10 X 10 Exhibitor/Vendor Fees per day:

Non-Profit 501 (c)(3)/Churches - \$25 Schools- \$50 Business - \$175

Call for additional 10 X 10 space. Additional charges will apply (\$15, \$20 and \$50, respectively).

Submit Application and Fee To:

Full Circle Marketing 4 S. Washington St., Winchester, VA 22601 or admin@fullcirclem.com

Enclosed is a Check

I would like to pay by credit card. Please send Pay Pal*/ credit card request to the following email; _____

*Pay Pal payments subject to a \$10 processing fee for amounts up to \$250.00. Amounts over \$250 subject to processing fee of 4%.

For exhibitor and sponsorship information, contact Dario Savarese at (540) 722-8700 or dario@fullcirclem.com.

I certify that the information I provide is true and correct and that I understand the requirements and general information provided in this form. My representatives and I agree to hold harmless the City of Winchester, its directors, Full Circle Marketing/ USA Sports & Marketing Services, employees, sponsors, and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my or my organization's participation. I understand that once I have been accepted; there will be no refund of my exhibitor fee. If I am not accepted as an exhibitor, my fee payment will be returned to me. I understand that if the event is cancelled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.

Signature: _____ Date: _____