

Old Town Winchester, VA

Event Date: July 22nd, 2018  
Time: 5pm - 11pm

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 describe your interactive and educational activities at your booth space in as much detail as possible here:

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*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).

**Food Vendors please call for more information**

### Submit Application and Fee To:

Full Circle Marketing 4 S. Washington St., Winchester, VA 22601 or Scan to [admin@fullcirclem.com](mailto: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](mailto: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: \_\_\_\_\_