

FRIENDLY CITY FOURTH

VENDOR APPLICATION

**Thursday, July 4, 2019
4:00 p.m. - 9:30 p.m.
Turner Pavilion & Park
Downtown Harrisonburg, VA**

THE DETAILS:

- Retail Vendor spaces are 10'x10'; you may purchase additional spaces if necessary.
- Vendors are required to bring their own tables, chairs, and tents.
- Food Vendor spaces are up to 20'x10'.
- Food Vendors **must submit a menu** of the items you wish to sell and **attach a copy of your health permit**. To obtain a license, contact the Health Department directly at 540-574-5200.
- **Applications must be received by May 29th**
- **Friendly City Fourth is a rain or shine event.**
- **No direct sales companies.**

NAME OF BUSINESS: _____

CONTACT NAME: _____

MAILING ADDRESS: _____
(Street/PO Box) (City/State) (Zip)

PHONE: (Daytime) _____ (Cell) _____

E-MAIL ADDRESS: _____

TYPE OF SET-UP: Tent/booth Trailer/Food Truck Other: _____

ELECTRIC: Yes No (*Electric is limited and available on a first-come, first-served basis.)

IF YES, PLEASE INDICATE WHICH IS NEEDED: Standard household (15-20A) 30A 50A

VENDOR FEES: Fees are based on one 10x10ft space. If booth set-up is larger than one space, vendors must purchase two spaces.

- Craft/retail/art vendors \$50
- Entertainment/activity vendor \$50
- Food vendors - \$150

OF SPACES NEEDED: _____

COST: _____ x _____ = \$ _____ (**Payment must be received by June 7th. Please make checks payable to HDR**)

(Vendor Fee) (# of spaces needed) (Total Cost)

*Brief description of what you intend to display/sell: _____

By signing below, I, _____, (print name) do hereby agree to indemnify and hold harmless the City of Harrisonburg, Harrisonburg Downtown Renaissance (HDR), the Friendly City Fourth Committee, and their respective officers, agents, members, volunteers, and employees from all fines, penalties, liabilities, losses, claims, damages, and expenses, including court costs and attorney's fees, incurred or suffered as a result of my participation in the event known as Friendly City Fourth 2019 celebration in downtown Harrisonburg, VA. I also attest that I hold my own certificate of general liability insurance with a minimum of a one million dollar limit that includes this event. If extreme weather conditions, other acts of nature, or unforeseen circumstances beyond HDR's control cause the event's cancellation, vendor entry fees will not be returned, and neither HDR or the City of Harrisonburg will be held laible to vendor for failure of the event to take place.

Signature: _____ Date: _____

Submit application to: HDR, c/o Friendly City Fourth, 217 S. Liberty St #204, Harrisonburg, VA 22801 OR email completed application to events@harrisonburgva.gov

VENDOR INFORMATION:

DETAILS:

The final location of your booth is determined by the Festival committee and cannot be negotiated.

- Vendors are expected to remain set-up from 4:00 p.m. to 9:30 p.m.
- Set-up begins as early as 2:00p.m. on July 4th. Booths are expected to be ready by 4:00 p.m.

SPACE:

- Vendor spaces are 10'x10' for retail vendors and up to 20'x10' for food vendors.
- If more space is needed, you must purchase an additional space.
- Spaces are primarily on asphalt or concrete.
- Vendors are responsible for bringing their own tables and chairs. Shade is limited, therefore, it is recommended that vendors bring a canopy/tent.
- No security is provided. Vendors will assume liability for any theft or damages.

FOOD VENDORS:

- Applications must include a copy of the menu you will offer at Friendly City Fourth and a copy of your health permit.
- Please note that the festival reserves the right to coordinate and determine type of food sales in the event of a conflict. Only those foods listed and approved can be sold at the festival.
- Food vendors must adhere to the regulations of the Virginia Department of Health (VDH). Applicants are responsible for coordinating any permits required by VDH. To obtain a license, contact the Health Department directly at 540-574-5200.

SELECTION PROCESS:

- **Businesses located in downtown Harrisonburg will receive priority consideration.**
- Friendly City Fourth is a juried show. We are seeking quality and diverse food, craft and entertainment vendors.
- A limited number of vendors will be selected due to space limitations.
- Participants will be notified no later than June 3rd if they have been selected.

APPLICATION REQUIREMENTS:

- Applications must be emailed to events@harrisonburgva.gov or mailed to HDR c/o Friendly City Fourth 217 S. Liberty Street #204 Harrisonburg, VA 22801 no later than May 29th.
- Payment must be received by June 7th. Please make checks payable to HDR. You may include your check when mailing your application, mail your check to HDR later, or drop off your check in person. Payments can be also made online at downtownharrisonburg.org/shop, or over the phone by calling 540-432-8922.
- There are no refunds for cancellation after a vendor has been accepted into the Festival. Your application confirms your acceptance into the Festival unless you are otherwise notified. A Festival credit may be issued under certain circumstances at the sole discretion of the Festival committee.