



Craft & Specialty Vendor Form

Dear Craft & Specialty Vendor,

We cordially invite you to be part of the CHILI COOKOFF at The Sedalia Center. Your booth would be a welcome addition to our event and we hope you will choose to join us.

Application deadline:

OCTOBER 16TH, 2017

This year's event will take place on _____ Saturday, OCTOBER 21 _____ from _____ 12 _____ to _____ 6 PM _____, rain or shine. The booth fee for Craft & Specialty Vendors is \$ 30 and _____ 60 _____ for Novelty Food Vendors. The booth fee for members of the Bedford Artisan Trail is \$ 20 _____.

- A \$10 electric hookup fee (110V) will apply to those vendors requesting electricity.
- Sites are approximately 10' x 10'. If you require a 10 x 20 space, an additional \$ 25 Fee applies.
- Setup Time: **From OCTOBER 21ST 9 AM– 11 AM** . Vendors will not be allowed to enter event area until 10 am. (Vehicles must be removed from the event area at 11:00 am, so give yourself plenty of time to setup.)
- Tear Down Time: **FESTIVAL CONCLUSION 6pm**
(Vehicles will not be allowed in the festival area until an event is over.)

Vendor setup and tear down times must be strictly adhered to. In general, vendors are asked to have all vehicles removed from the vendor area 1 hour before the start of an event. Vendors are asked NOT to tear down their booth until the event is over. If a vendor does not comply with the event setup and teardown times, vendor may not be eligible to participate in other Sedalia Sponsored Events.

Please review the additional Vendor Requirements below, complete and sign the enclosed application and return with the appropriate fees.

Thank you for considering The Sedalia Center's CHILI COOK-OFF.

We look forward to your participation!

Additional Craft & Specialty Vendor Requirements

1. The Sedalia Center, Inc., reserves the right to accept or deny any application. If denied, fee will be refunded.
2. Festival will be held rain or shine.
3. Vendor fees are non-refundable except in cases where application is denied.
4. Vendor merchandise is not covered by The Sedalia Center, Inc. insurance.

5. Vendors are responsible for furnishing all equipment needed to operate booth, including tent, tables, chairs, extension cord, etc.
6. Vendors are responsible for cleanup of their site prior to departure. **Trash must be deposited in trash dumpster.**
7. Vendors will receive **TWO** complimentary wristbands ONLY.
8. The Sedalia Center has a NO PETS, NO COOLERS policy.

If you have any questions, please do not hesitate to contact us at (434) 299.5080

Contact Name: _____

Company Name: _____

Street Address: _____

City _____

State _____

Zip _____

(____) _____

Phone – Day

(____) _____

Phone – Evening

(____) _____

Fax

E-mail Address _____

Please describe your booth (including tent size) and merchandise and/or menu:

Amount Enclosed (don't forget electrical hook-up fee) \$ _____

Make checks or money orders payable to:

The Sedalia Center
 1108 Sedalia School Road
 Big Island, VA 24526

I have read the guidelines and general rules for The Sedalia Center's _____.
I agree to abide by them, especially the setup and teardown times. I expressly release The Sedalia Center and its personnel and volunteers from any liability for loss or any injury which may result from the rental and occupation of my booth space.

Signature (required) _____

Date _____