

Smithfield VA Events Retail Vendor Selection Process & Rules

WEBSITE: www.smithfieldvaevents.com

EMAIL: Vendors@SmithfieldVAEvents.com

*Smithfield VA Events is a non-profit that hosts (3) annual festivals and donates the proceeds to community charitable & non-profit organizations. Our festivals are some of the most popular in Coastal Virginia with tickets selling out weeks in advance. For the **April Wine & Brew Fest** and the **October Bacon & Bourbon Fest**, we invite approximately (6) retail vendors to participate in each festival. **We only use hand-crafted, unique, artistic, or event-themed vendors. Preference is given to Smithfield or Isle of Wight County based businesses, but not a requirement.** Vendors pay a flat fee that includes the fest providing a 10x10 tent with sides (weather dependent). For an additional fee you can order tables or chairs. There is not a percentage of sales collected, however if you are so inclined, you are welcome to make an additional donation to Smithfield VA Events either when you submit your application, by mailing it in or giving it to our Retail Vendor Coordinator before you leave the festival.*

VENDOR SELECTION PROCESS:

Vendor selection is by invitation only to businesses that have been pre-approved. Any time of year, you may submit your business for consideration. If approved, you will be placed on our "Approved Vendor List". **Just because you are on the approved vendor list, does not mean you are guaranteed a space at a festival.** Our vendor coordinator will contact selected vendors in advance for a specific event to see if you want to attend. If you do, you will be sent the event specific application and will need to return it with your vendor payment to confirm your spot by the deadline.

HOW TO SUBMIT YOUR INFO FOR CONSIDERATION:

We only use hand-crafted, unique, artistic, or event-themed vendors. Please do not apply or inquire if you do not meet this qualification. We do not have informational commercial type spaces either. Incomplete or unqualified inquiries will not be considered.

If you feel you qualify, email the following to: Vendors@SmithfieldVAEvents.com:

- 1) Business name
- 2) Written description of your products
- 3) Business location
- 4) Point of contact, email, phone number
- 5) Pictures of some of your products and if possible, of your vendor booth set-up or links to your website, on-line store, and social media pages.
- 6) List of other festivals, markets, or events you have participated in.

Once your information has been reviewed you will be notified if you are placed on the Approved Vendor List.

Smithfield VA Events Retail Vendor Rules & Information

Please keep this form for your reference.

Site Address: Windsor Castle Park, 705 CEDAR STREET, Smithfield, VA 23430.

Ages 21 and up only, including vendors. No children, including infants or pets.

All booths are outside and are in a grass field. Your tent is included in your registration fee and will be set-up for you. Park grounds are not level. Location is determined by festival.

Access to Wi-Fi, water and electricity are not available. Space size is approximately 10 x 10.

Directions: Come to Windsor Castle Park from Cedar Street only. Do not come via the old section of Jericho Road off South Church street. From Rt. 10, turn on Main Street, turn right on Underwood Lane, turn right on Cedar then follow this road as it winds to the park. Let our parking crew know you are a retail vendor and they will guide you onto the site.

Set up begins at 8:00 a.m. on Saturday. You should be able to drive to your location to unload. If the grounds are wet, you may have to stay on access gravel roads and carry your items to your booth. Drop off items off at your assigned space, then remove your vehicle and park in event parking. Check with Vendor Coordinator on specific event's parking location for vendors. **Vendors are responsible for their own display in case of loss or damage.**

Vehicles must be removed from event space by 10AM. EVENT BEGINS at 11AM and ENDS AT 5PM.

Booth Staffing: Booth must be always manned. Your booth workers will receive a Vendor Wristband when they check in with the Vendor Coordinator. Vendor Wristbands are not tickets to the event and drinking alcohol while operating your booth is prohibited. If you have any staff working the first part of the day that want to attend the event, they will need to purchase tickets before the event sells out.

Break down begins when the festival ends, no earlier than 5:00 p.m. Please pack up wares, break down, and THEN drive your vehicle to your assigned space to pack up. Please do not bring your vehicle to your space and then start breaking down.

**Please note:* No vehicles allowed on site until patrons have left the grounds and SVAE staff give the "OK" for vehicles to enter. Exhibitors are required to leave their areas clean after displays are removed.

Prohibited Items: We do not allow the sale of sling shots, snappers, poppers, weapons, exploding devices or other loud noise devices at the festival. We reserve the right to refuse anyone. Vendors are not permitted to sell food or drinks.

We do not have a rain date. Application Fee is non-refundable unless the event is cancelled due to extreme/dangerous weather condition/Acts of God. **Unruly behavior** or failure to comply with stated rules by will mean immediate expulsion and elimination from participating in future events. **NO pets or children** allowed in festival or left in cars in parking lot.

For questions contact our Vendor Coordinator:

Email us at: Vendors@SmithfieldVAEvents.com or call Connie Chapman at 757.365.1644

The SVAE board reserves the right to make final interpretation of all rules.