

2020 VENDOR APPLICATION



10th Anniversary

Loudoun Grown EXPO

Saturday February 29th, 2020: 11am-5pm
at Historic Bush Tabernacle
250 S. Nursery Ave Purcellville VA 20132

Admission:
\$2/person or \$3/family



facebook.com/LoudounGrownExpo

www.LoudounGrownExpo.org

philip@BushTabernacle.com

540-441-3131

LOUDOUN GROWN EXPO
VENDOR INFORMATION PACKET

Join us at the *Bush Tabernacle Skating Rink & Event Center* in Purcellville. Approximately 40 vendors will showcase the best of Loudoun’s growers, producers, artisans & makers, breweries and wineries - all under one roof. This year’s 10th anniversary special will feature “hands-on” activities, educational content, and a “kids passport” to be stamped at vendor booths. Bring your friends and family for a fun-filled day.

Space is limited: The number of participating vendors and exhibitors may be reduced at the sole discretion of the Bush Tabernacle. Businesses based in Loudoun County have first right to the space. To encourage a variety of products offered, once the Bush Tabernacle has accepted an application, businesses selling similar products may be rejected. Booth space location will be determined at the sole discretion of the Bush Tabernacle and vendors are responsible for all clean up, equipment, etc. needed for their operation. Please refer to the Rules and Guidelines in this package for further information.

The Bush Tabernacle reserves the right to decline an applicant whose activity and/or exhibit is not consistent with the purpose of the Loudoun Grown Expo.

APPLICATION INFORMATION AND DEADLINES

Applications are available at www.loudoungrown.org
Applications, supporting documents and full payment must be received by
[January 31, 2020](#).

Checks should be made out to the “Bush Tabernacle”

Bush Tabernacle
250 South Nursery Avenue
Purcellville, VA 20132

Please submit application by mail, email or drop off at Bush Tabernacle: Thurs Noon-6pm, Fri 3pm-9pm, Sat & Sun 11 am-7pm

Returned Check Fees:

A \$50 service fee will be added for any returned checks.

Cancelation Policy:

If this event is cancelled for any reason (including inclement weather) all application fees received will be fully refunded, and such refund shall constitute full and final remedy to the vendor.

LOUDOUN GROWN EXPO VENDOR APPLICATION

Company/Organization: _____
 Contact Person: _____
 Company Address: _____
 City/State/Zip: _____
 Email Address: _____
 Web-site: _____
 Office Phone: _____ Cell Phone: _____

BOOTH	DESCRIPTION	PRICE
For-Profit Vendors	Your fee includes one 8'x10' exhibitor space only. Should you exceed your assigned booth space onsite you will be asked to adjust your setup to fit the marked specifications. There are limited numbers of double booth spaces available on a first come, first serve basis.	\$100.00
Non-Profit/Exhibitors	Your fee includes one 8'x10' exhibitor space only. Should you exceed your assigned booth space onsite you will be asked to adjust your setup to fit the marked specifications. There are limited numbers of non-profit booth spaces available on a first come, first serve basis.	\$50.00
Electrical	Receptacle Outlet if Necessary (limited availability)	\$10.00
Applications, Permits, Supporting Documentation and Payment must be received by January 31st, 2020. Space is limited and applications will be first come first serve		\$

NO TENTS are allowed inside the venue. We have plenty of chairs, but you must provide your own tables

VENDOR/EXHIBITOR INFORMATION

Briefly describe the products/services to be exhibited and/or sold on-site, including contests and give-a-ways, etc. If appropriate, please list examples of food and prices. **We'd love to have some vendors with hands-on activities/demonstrations/educational info etc.**

Applications will not be considered if this section is not completed

VENDOR AUTHORIZATION & INDEMNIFICATION

1. The individual signing below verifies that he or she is legally authorized to bind and act on behalf of the participating Vendor. The Vendor, including all of its employees, agents, and other representatives, hereby agrees to hold harmless and to indemnify, defend and protect the Town of Purcellville and its Council Members and Bush Tabernacle, employees, agents, volunteers and other representatives against any and all claims, losses, damages and liabilities whatsoever to persons or property incurred as a result of the actions of the participating Vendor, including, but not limited to, the Vendor's installation, removal, maintenance, occupancy, and/or use of the exhibition premises or any part thereof, at the Loudoun Grown Expo. Vendor hereby agrees that any damage to the property of the Town of Purcellville, including, but not limited to the Bush Tabernacle, and any related equipment or property, due to the actions of the Vendor will result in a financial obligation of the Vendor to the Town of Purcellville to replace, repair or otherwise correct such damage. Vendor hereby agrees that Vendor will be responsible all persons and entities acting on the Vendor's behalf for any matter pertaining to the Loudoun Grown Expo and vendor will hold all such persons and entities to all the rules specified herein as well as any rules provided to vendor prior to and/or during the Loudoun Grown Expo.

Print Name: _____ Title: _____

Signature: _____ Date: _____

LOUDOUN GROWN EXPO

Rules, Regulations and Information

Load-In & Load-Out

Load-in will be Friday, February 28, 2020
7 pm-9pm. Hand trucks may be used to carry your supplies. All exhibits must be completely removed by 6pm, Saturday, February 29, 2020.

Electrical Requirements

If you require electricity, please indicate the equipment/appliances and electrical load requirements you would like to use in order for the Town to evaluate your needs. The Exhibitor or vender must supply appropriate power strips and extension cords.

Non-Discrimination Policy

The Town of Purcellville provides equal opportunity to all existing and prospective exhibitors without regard to race, color, sex, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.

Exhibitor and Vendor Responsibilities

- Adherence to all local, state and federal laws, whether stated or unstated in this application including tax payments.
- Responsible for the conduct and demeanor of their employees, agents and/or volunteers at the event.
- Must keep booths open during the entire event (12pm-5pm). Failure to do so may result in exclusion from future events.
- Any activity must take place within the booth space. This would include sales, giveaways, contests, etc.
- No amplification devices can be used.
- Signage may not extend outside of booth.

Exhibitors Serving Tastings of Alcoholic Beverages

- All exhibitors serving alcoholic beverages must include their Retail ABC License when they submit their application.
- Alcoholic beverages must be in containers that comply with all Virginia ABC laws and regulations.
- Alcoholic beverage tastings and sales of unopened bottles of alcoholic beverages must occur within the respective exhibitor's booth space.
- Exhibitors offering samples of wine or cider beverages are responsible for regulating the amount of samples that are consumed at their space, for collecting the separate fees for those samples and for unopened bottles of alcoholic beverages to go.

- Each exhibitor with alcoholic beverages samples will need to submit their remote Virginia ABC license **no later than February 13, 2020.**

Exhibitor and Vendor Insurance

"All Exhibitors are required to maintain general liability insurance. Exhibitors who are serving and/or selling food, alcohol or any other product at the Loudoun Grown Expo must maintain a general liability policy with a minimum coverage of \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. The insurer must add the Town of Purcellville and Bush tabernacle as additional insured by endorsement to the general liability policy. A Certificate of Insurance (COI) and the additional insured endorsement shall be provided to the Bush Tabernacle by the exhibitor prior to the event evidencing compliance with these insurance requirements. If you need information about how to obtain this insurance, please contact the Bush Tabernacle.

Cancellations & Exclusions

Bush Tabernacle will fully refund the registration fee if cancellation notification is received, in writing, on or before **January 31st, 2020.**

You are permitted to distribute and/or sell products in compliance with all Virginia laws. All items to be sold must be listed on the exhibitor application and be reviewed by the Bush Tabernacle.

Loudoun Grown Expo Deadlines

Exhibitor Checklist:

- Completed Application
- Certificate of Insurance
- Retail ABC License (if applicable)
- Remote ABC License (if applicable)
- Food Permits (if applicable)
- Electrical Requirements (if applicable)
- Payment by Check or Cash

Jan 31 Deadline for application submission
Last day to cancel for registration refund

Feb 28 Set-Up: 7pm – 9pm

Feb 29 Event: 11am – 5pm

Tear Down: 5pm – 6pm