



Art, Wine & All That Jazz 2010 Vendor Guidelines



DATE: October 2, 2010

LOCATION: Workhouse Arts Center, 9601 Ox Road Lorton, VA 22079

FESTIVAL HOURS: Saturday 11am – 9pm

VENDOR ELIGIBILITY: All retail vendors, specialty food vendors, commercial business vendors, corporate vendors and concessionaires (food vendors) are welcome to apply. The number of available vendor spaces will be limited to create diversity and to provide vendors with a successful market. Vendors must be present at the festival. **All vendor applications are subject to a jury process and the Lorton Arts Foundation reserves the right to deny any application without explanation.**

VENDOR CLASSIFICATION: The following is a listing of vendor classifications, the corresponding fees and important entry information.

Retail Vendors: (Fee: \$1,000) Items for resale must be of high quality artisan appearance and not commercial. ALL items for resale must be listed on the application with clear indication where and who created them. Fee includes a 10'x10' space and admission to the festival for 2 people. Regular price tickets will be required for additional persons over age 12 accompanying vendor.

Specialty Food Vendors: (Fee: \$500) Pre-packaged and prepared food items only. ALL items on specialty menu must be listed on the application with clear indication of where and who created them. Fee includes a 10'x10' space and admission to the festival for 2 people. Vendor must supply a tent. Regular price tickets will be required for additional persons over age 12 accompanying vendor.

Commercial Business Vendor: (Fee: \$1,000) Non-exclusive commercial business endeavors. Information, surveys and sale items must be associated with a licensed commercial business. No merchandise displays to exceed the 10'x10' space provided. Fee includes a 10'x10' space and admission to the festival for 2 people. Vendor must supply a tent. Regular price tickets will be required for additional persons over age 12 accompanying vendor.

Corporate Sponsors: Please contact Camela Speer camelaspeer@lortonarts.org or (703) 584-2973 for package options and details.

ACCOMMODATIONS:

The Festival is located at the Workhouse Arts Center in Lorton, Virginia. Drinking water and portable restrooms are available throughout the festival grounds. Discounted hotel rates are available at sponsor hotel close to the Workhouse. Please contact Camela Speer at camelaspeer@lortonarts.org for rates and contact information.

APPLICATION DEADLINE: Must be received by **September 10, 2010**

NOTIFICATION OF ACCEPTANCE: Accepted vendors will be notified by **September 15, 2010**

TO APPLY:

___ Complete and sign the enclosed application.

- ___ Enclose the appropriate vendor fee (check, money order, MasterCard or Visa).
- ___ Concessionaires/ food vendors only: Enclose detailed menu with prices and proof of General Liability Insurance.
- ___ Include a self-addressed stamped envelope for response.
- ___ Mail to: **The Lorton Arts Foundation 9601 Ox Road Lorton, VA 22079**

- Collecting and reporting of the 5% Virginia Sales Tax is the responsibility of the Exhibitor.
- No Pets allowed on festival grounds.
- The festival will not be postponed or cancelled due to bad weather.
- The Lorton Arts Foundation reserves the right to deny any application without explanation.
- All exhibitors and assistants must follow Festival Rules.
- The Lorton Arts Foundation, The Workhouse Arts Center and contracted workers are not responsible for or liable for accidents, loss, theft or claims resulting from exhibitor's participation. Exhibitors are fully responsible for protection of their property and for securing their tent and displays.



Art, Wine & All That Jazz 2010 Vendor Application/Agreement



Ten (10) vendors will be accepted to participate in the event. Space is limited, please reserve now!
Event hours are 11am – 9pm.

Contact Name: _____

Business/Organization Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (day) _____ Phone: (night) _____

E-mail: _____

Website: _____

Art, Wine & All That Jazz agrees to:

- Provide space with a 10'x10' tent with one (1) 6' table, two (2) chairs and access to electricity.
- Provide two (2) complimentary admission tickets in addition to exhibitor personnel passes.
- Optional access to Wi-Fi Internet for a fee of \$100.
- Include accepted vendors on all promotional, advertising and PR efforts.
- Provide a site plan, prior to the event, showing the location of each vendor.
- Handle all ticket sales for the festival.
- Will be responsible for event public security, health and sanitary facilities.

Vendors agree to:

- Include with application: \$1,000 for 10' x 10' space.
- Arrive prior to 9am Saturday, October 2nd for set-up with the option to set up earlier on Friday, October 1st.
- Participate in cooperative promotion of *Art, Wine & All That Jazz* through:
 - o Inclusion of *Art, Wine & All That Jazz* event information in all relevant promotional mailings, newsletters and e-mails.
- The festival will not be postponed or cancelled due to bad weather.
- The Lorton Arts Foundation reserves the right to deny any application without explanation.
- All exhibitors and assistants must follow all Festival Rules (see attached).
- The Lorton Arts Foundation, The Workhouse Arts Center and contracted workers are not responsible for or liable for accidents, loss, theft or claims resulting from exhibitor's participation. Exhibitors are fully responsible for protection of their property and for securing their tent and displays.

Make Checks payable to: **Lorton Arts Foundation**

Or: Credit Card info: ___ Visa ___ MasterCard

#: _____

Exp Date: _____ Amount Tendered: \$1,000.00 or \$1,100.00(please circle)

Signature _____

(I authorize the above transaction)

By signing this contract you agree to the terms set forth, including payment by the deadline of September 10, 2010. If payment is not received by this date, inclusion cannot be guaranteed.

Vendor name: _____

**Authorized Lorton Arts Foundation
Representative:** _____

Signature: _____

Signature: _____

Date: _____

Date: _____

APPLICATION CHECK-LIST:

Completed & Signed Application Vendor Fee Proof of Insurance