

Application for Non-Food Vending
Event: Virginia Fall Classic Car/Bike Show
Saturday, October 24, 2010

Newport News Park
Jefferson Avenue & Fort Eustis Blvd., Newport News, VA
Sponsored by the Virginia Peninsula Car Club Council

Application: Please read all instructions and rules carefully and fill out requested information completely. Applications must be received at the Newport News Parks and Recreation Office (3rd Floor, Fountain Plaza II in Oyster Point Town Center) or Newport News Park (13560 Jefferson Avenue) by **Wednesday, October 6, 2010.**

Fees: Send a check or money order for **\$25.00 per vendor space. If accepted for the event, this is a non-refundable reservation fee.** Non-profit organizations pay \$15.00 (proof of non-profit status required). Checks made payable to the **City of Newport News.**

Notification: Decisions of the Virginia Peninsula Car Club Council and the City of Newport News are final. Accepted vendors will be contacted by telephone. Upon acceptance, all vendors must send a check or money order for your vendor space(s) by **Wednesday, October 13, 2010.** Failure to meet this deadline will imply cancellation by the vendor.

Vendor Spaces: Each space will be approximately 10'x10' in an open, grassy area of the park. Double spaces will be approximately 20'x 10'. Three sided or frontal only displays are encouraged. Coordinator will be onsite on the event date to assign sites.

Set-up Times and Procedures: Event date is **Saturday, October 23, 2010, 8am-4pm.** Set up time is 7am for vendors and exhibitors. Vendors shall remain onsite for the duration of the event. Vendors will be permitted to remove displays after 4pm (or when advised to do so by the event coordinator).

Taxes: Each vendor is responsible for applicable tax. Contact the Department of Taxation if you have any questions (757) 594-7489.

No Refunds: An application is a commitment to show when accepted by the Event Committee. No refunds (of security deposit or vendor fee) will be made for cancellation after notification of acceptance or for removal from the festival.

Manning of Booths: All vendors must be prepared with sufficient inventory to display for the duration of the event. Vendors are required to preside over their spaces.

Newport News Parks and Recreation Staff and the Virginia Peninsula Car Club Council reserve the following rights: 1. To review all displays throughout the event to ensure that all rules are being followed; 2. To not be responsible for any loss, theft, or damage; 3. To refuse any product considered unsuitable or inappropriate; 4. To change space assignments if deemed necessary.

Questions: Contact the Park Event Coordinator, Monday through Friday, 8am-4pm at (757) 886-7912.

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Sponsored by the Virginia Peninsula Car Club Council

PLEASE PRINT

VENDOR INFORMATION

Individual's Name _____

Business Name (if applicable) _____

Non-profit agencies check here

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____

Social Security Number or Federal ID Number _____

(Must be filled in)

MERCHANDISE DESCRIPTION:

Please describe in detail the items you will have for sale.

I have read and understand the rules and regulations of the 2010 Virginia Fall Classic. I agree to hold the Virginia Peninsula Car Club Council and the City of Newport News harmless for any loss or damage to my person or property including, but not limited to, loss of fees and revenues due to last minute cancellation of the event. I further understand that I may be asked to leave the event without refund if the Virginia Peninsula Car Club Council or the City of Newport News Staff deems that I have misrepresented myself and/or my product, or if I do not abide by the regulations of the event.

Signature: _____ date _____

Mail or deliver to: Park Event Coordinator or Park Event Coordinator
 Newport News Parks Division Fountain Plaza Two
 13560 Jefferson Avenue 700 Town Center Drive, Suite 320
 Newport News, VA 23603-1104 Newport News, VA 23606

Application must be received at one of these offices by 5pm, Wednesday, October 6, 2010.