

RULES and REGULATIONS for COMMERCIAL MERCHANDISE VENDORS

City of Newport News
Newport News Park
13560 Jefferson Avenue
Newport News, VA 23603
757-886-7912



EVENT: Virginia Fall Classic Car and Bike Show

Saturday, October 21 and Sunday, October 22, 2023, 8:00am until 4:00pm
Newport News Park, 13560 Jefferson Avenue, Newport News, VA 23603

RULES AND REGULATIONS

Application: Please read all instructions and rules carefully and fill out requested information completely. Applications must be received **by Friday, September 29, 2023**. Applications can be turned in at the following location:

Newport News Park
13560 Jefferson Avenue
Newport News, VA 23603
Email to Lindsay Carroll at carrollm@nnva.gov

Fees: The **\$25 vendor fee** can be paid by credit card, cash, check, or money order. If accepted, this is a non-refundable reservation fee. Non-profit organizations pay \$15 (proof of non-profit status required). Fee can be paid when submitting application or upon notification of acceptance, but no later than **Wednesday, October 11, 2023**. Checks should be 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. If not previously submitted, upon acceptance, all vendors must pay the vendor fee by the indicated deadline.

Vendor Spaces: Overall booth space will be approximately 15' x 15' and each vendor must bring all tables, chairs, and other equipment needed for your space. Three sided or frontal only displays are encouraged. Coordinator will be onsite on the event date to assign sites. Event Staff reserves the right to change space assignments if deemed necessary and to limit the size/type of equipment allowed. Event Staff also reserves the right to limit the size/type of equipment allowed access to areas where conditions may not be suitable. Special requests and accommodations will be taken in to consideration but are not guaranteed. Additional fees may apply for vendors that exceed specified vendor space.

Setup Times and Procedures: Event date is **Saturday, October 21 and Sunday October 22, 2023 from 8am to 4pm**. Set up time is 7am and 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). There is no **rain date** for this event. You will be contacted by phone in case it is cancelled or postponed.

Taxes: Each vendor is responsible for applicable taxes. Contact the Department of Taxation if you have any questions (804-367-8037).

No Refunds: An application is a commitment to show if accepted by the Event Committee. No refunds (of vendor fees or security deposits) will be made for cancellation after notification of acceptance or 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. Event staff will not booth-sit for any reason due to liability.

Newport News Parks, Recreation, & Tourism 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.

APPLICATION and AGREEMENT for COMMERCIAL MERCHANDISE VENDORS

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CONTACT INFORMATION

Contact's Name		
Business Name (if applicable)		
Mailing Address		
Phone Number(s)	Home/Work:	Cell:
e-Mail Address		
Drivers License # (Individuals) or Federal Tax ID # (Businesses)		

BOOTH INFORMATION

Types of Merchandise You Plan to Sell (Auto Accessories, T-shirts, Crafts, etc)	
Price Range of Items	
Items you plan to sell (Adult T-Shirts, turquoise jewelry, vintage auto art, etc) PLEASE LIST ALL Additional merchandise not listed here will NOT be permitted in the booth on day of the Festival; Attached Additional sheet if necessary.	
Type of booth equipment you plan to bring (10'x10' tent, 6' table, 15' trailer, etc). Please list all items; Entire booth/display MUST be contained in a 15'x15' area unless requested otherwise. Attach drawings or pictures if necessary. Special requests will be considered but are not guaranteed.	
Any special accommodations that you may require (i.e. special parking, set up the day prior, access to electricity, etc). Special requests will be considered but are not guaranteed.	
NEW! The event is 2 days this year. Which days would you be available?	

AGREEMENT

"I have read and understand the regulations stated herein. I agree to hold the City of Newport News and Event Organizer 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 Event Staff deems that I have misrepresented myself and/or my work, or if I do not abide by the regulations of the Event."

Signature	Date
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FOR OFFICE USE ONLY

Application Received	
Payment amount	
Payment Date	
Receipt #	