



P.O. Box 1141
Warsaw, Virginia 22572

Dear Exhibitor,

We are very excited to announce that plans are currently underway for one of the largest and oldest festivals in the Northern Neck! We would like to take this opportunity to invite you to be a part of this event!

Warsaw Fest will be held on Saturday, October 8, 2011 10:00am – 4:30pm on the front lawn of Rappahannock Community College. There will be two space sizes available for exhibitors: 12x12 and 12x24. We will reserve spaces on a first come, first serve basis with payment made at the time of registration. You will receive a confirmation packet by September 1, 2011 with more information on your location and further details for the day of the event.

We hope you plan to join us for another successful year at Warsaw Fest. For further information on being a part of Warsaw Fest 2011, please visit us on the web at www.warsaw-rcchamber.com. If you have any questions, please do not hesitate to contact me at (804) 313-2252 or email: warsawrcchamber@gmail.com.

Sincerely,

Jessie Vanlandingham
Warsaw Fest 2011 Chairman



The Warsaw-Richmond County Chamber of Commerce presents
Warsaw Fest 2011

REGISTRATION & GENERAL RELEASE FORM

Date: Saturday, October 8, 2011

Time: 10:00 a.m. –4:30 p.m. (Booths must be ready by 9:00am*)

***If you are not present by 9:30 a.m., you lose your right to that booth space**

Location: Rappahannock Community College, Campus Grounds – Warsaw Location

Space is limited. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber office.

IMPORTANT: If you need electricity, please note next to your booth selection.

COMPANY NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

CONTACT PERSON _____

PHONE _____ **FAX** _____

EMAIL ADDRESS _____

Please Select Booth Size:

Fees Before 8/31/11:

Fees After 9/1/11:

General or Craft Exhibitor

_____ Booth (12' X 12'– see map) \$50.00 \$60.00

_____ Booth (12' X 24'– see map) \$70.00 \$80.00

Civic Non-Profit & Schools

_____ Booth (12' X 12'– see map) \$50.00 \$60.00

_____ Booth (12' X 24'– see map) \$60.00 \$70.00

Food Vendor

_____ Booth (12' X 24'– see map) \$210.00 \$225.00

Signature/Title

Date

MAKE CHECKS OR MONEY ORDER PAYABLE TO WARSAW-RICHMOND COUNTY CHAMBER OF COMMERCE & MAIL WITH THIS FORM TO:

Warsaw-Richmond County Chamber of Commerce, Attn: Warsaw Fest 2011 Vendor, P.O. Box 1141, Warsaw, VA 22572

The Warsaw-Richmond County Chamber of Commerce Presents...

Warsaw Fest 2011

INFORMATION SHEET

Date: Saturday, October 8, 2011

Time: 10:00 a.m. – 4:30 p.m. (Booths must be ready by 9:30am)

***If you are not present by 9:30 a.m., you lose your right to that booth space.**

For last minute emergency contact, phone number is 804-761-8976

Location: Rappahannock Community College, Campus Grounds (Warsaw location)

1. **Setup:** Exhibitors may set up their booths on Friday, October 7, 2011 1:00p.m – 7:00 p.m., and Saturday, October 8, 2010, between 7:00 a.m. – 9:00 a.m. Doors for the public open at 10:00 a.m. Unloading should be through the marked locations. **If exhibitors are not present by 9:30 a.m., booth space may be reassigned.**
2. **Breakdown:** Exhibitors must remain open until 4:30pm. All booths, displays, tents, and trailers must be removed from the site by 8:00pm the day of the event. If not, it will be removed at the Vendor's expense.
3. **Food Vendors:** It is the responsibility of all food vendors to obtain Health Permits. Applications must be applied for at least two weeks in advance. Permits must be displayed at all times at the booth. Each booth selling food must provide two trash cans per space rented and removed at the end of the day.
4. **Warsaw Fest will be held RAIN OR SHINE. There will be no refunds.**
5. **Vehicles will not be allowed on the event grounds between 9:30am and 4:30pm. Please understand that this is a safety matter. If your vehicle is on the event grounds between these times, you will be asked to leave the premises without a refund for your booth space.**
6. **Placement:** Space is limited. No exclusives will be offered. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber office. Spaces can only be guaranteed if payment and registration form has been received by the chamber office. If there is registration or payment, the space becomes available to any vendor wishing to reserve the space with registration and payment.
7. **Parking:** Exhibitors are requested to park in the Rappahannock Community College student parking lot. There will be no parking on grass or college driveway during the day. Each applicant is responsible for the removal of trash in his/her area at the conclusion of the day.
8. **General Release:** The exhibitor acknowledges and agrees that the Warsaw-Richmond County Chamber of Commerce is a non-profit business organization and is undertaking the sponsorship of and provision of exhibition space for the benefit of and as a service to its members. Accordingly, the exhibitor agrees to assume, and indemnify the Warsaw-Richmond County Chamber of Commerce and Rappahannock Community College and does hereby assume all risks, responsibilities and liabilities to losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling, and removal of exhibits and displays, and, therefore, the Warsaw-Richmond County Chamber of Commerce and Rappahannock Community College will have no responsibility.
9. The Chamber reserves the right to deny entrance on the day of the event if the above statement is not honor as presented and prohibits the sale of any item deemed inappropriate.
10. By signing registration form, you agree to comply with and abide by these rules and regulations.

Turn in registration form and keep this page for later reference.