



Vendor Application

Deadline: May 3, 2019

Saturday, June 1, 2019

10 a.m. - 2 p.m.

Dorey Park, Henrico, Virginia

If you have any questions, call Randy Welch at 804.370.0010

Please return application to: randallgwelch@aol.com | 1705 W Chaffin Rd. Henrico, VA 23231

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ (Work) _____ (Cell)

Email: _____

Please check the box that best describes your product, service, or nature of your business.

Crafts (Handmade items)

Pet Adoption Agency

Business (Information regarding services)

Government Agency

Other _____

Crafts (Items for resale)

Political Party

Business (Service provided on-site)

Community Group/Organization

Will items be sold? Yes No

If yes, please attach a complete list of items to be sold, including prices. **No food may be prepared day of to be sold or given away other than the contracted food vendors.**

Would you like to provide an item to be used as a door prize? Yes No

If yes, please provide a description of the product(s) you will be donating. Thank you in advance for participating!

Event Reminders

- ◆ The space will be available at 8:00-9:30 a.m. event day for set-up and vendors will have one hour after the event to break down and remove exhibit from the park. No exhibits may be taken down prior to 2:00 p.m.
- ◆ You will be provided with a 10' x 10' space, unless otherwise approved by event coordinators. **Exhibitor must provide their own table and chairs. A tent is strongly recommended but not required.** If you need electricity, we suggest you have your own generator and extension cords.
- ◆ Vendor must keep exhibit open and staffed continuously from 10:00 a.m.-2:00 p.m.
- ◆ **The event is rain or shine.** You will receive a phone call no later than 7:30 a.m. on June 1 if weather conditions become unsafe and the event needs to be postponed or cancelled.
- ◆ It is **required** that vendors with animals or vendors providing food samples carry general liability insurance. A certificate of insurance (COI) for at least \$1,000,000 per occurrence is required at least 30 days before the event. The County of Henrico is required to be named the certificate holder and additionally insured. The address for the certificate holder should read County of Henrico, P.O. Box 90775, Henrico, VA 23228. You can email, mail or fax the certificate. Email: cle066@henrico.us. Fax number: 804.501.5284

Space Required: _____

Size of Trailer/Tent: _____

Additional Needs: _____

Vendor Signature: _____ Date: _____

Upon coordinator's review, we will notify **all approved applicants by May 10**. Timely entries are encouraged. Currently, there is no vendor fee.

