



Town of Occoquan

Fall Arts & Crafts Show

2019 Non-Profit Application

2019 Fall Show
September 28 & 29, 2019
Saturday 10AM-6PM, Sunday 10AM-5PM

Thank you for your interest in the Town of Occoquan's Arts & Crafts shows!

Event Summary

During the first full weekend of June and the last full weekend of September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery with hundreds of talented crafters and artisans from across the region and all around the United States. Each show brings about 10,000 people to Occoquan for fun, food, and shopping.

Exhibitor Rules & Regulations

- While vendors may cancel at any time, there are no refunds or transfers from one show to another.
- This outdoor event is held RAIN OR SHINE.
- Each vendor is responsible for their own display materials. Tents, tables, and chairs are **not** provided. The Town does not provide electricity or water to vendors.
- Only vendors accepted in to the Occoquan Arts & Crafts Show are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.
- All displays must stay within vendor's designated spot. No boxes, extra merchandise, or debris should be visible. The assigned area must be kept clean throughout the event and be left spotless afterwards.
- Vendors must participate and tables must be staffed both days for the full duration of the show. Unless prior approval is granted, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- There is no smoking in tents allowed. Dogs belonging to vendors are allowed if leashed and not bothersome to patrons or neighboring vendors.
- Vendors may not distribute material outside of their designated booth space or loudly solicit visitors into their exhibit space. Amplified music is not permitted, with the exception of entertainment contracted by the Event Director.
- Rude, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- All local laws must be followed.

Fees

Non-profit booths are provided at no charge with proper verification of non-profit status. Vendors are responsible for their own displays.

In Town parking is available for an extra \$75 per show. Spaces are limited and allocated on a first come, first serve basis.

- If paying parking fees with credit card, please visit www.occoquanva.gov/arts-and-crafts-show.html and follow the directions to pay via PayPal. If paying with check or money order, make payable to TOWN OF OCCOQUAN. If preferred, you may pay in cash at Town Hall during regular business hours, Monday through Friday 9AM-4PM.

Completed application may be mailed to: Occoquan Arts & Crafts Show P.O. Box 258 Occoquan, VA 22125, or **e-mailed to:** jlittle@occoquanva.gov or **delivered to:** Town Hall at 314 Mill Street, Occoquan, Virginia during business hours Monday-Friday 9AM-4PM.



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NON-PROFIT APPLICATION

TOWN USE
ONLY

CHECK# _____

AMT.: _____

DATE: _____

COMPANY NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER*: _____

EMAIL (Required): _____

WEBSITE URL: _____

*Please provide a cell phone number where you can be reached during the show.

DESCRIPTION OF ITEMS SOLD/DISPLAYED: _____

Price Range of Most Items

\$0-\$20

\$20-\$50

\$50+

Have you exhibited in our show before?

Yes

No

BOOTHS and PARKING

Fall Show, September 28 & 29, 2019

Number of 10'x10' booths requested _____

Optional In Town Parking: +\$75.00

If you wish in Town parking, include vehicle make, model, and license plate.

TOTAL AMOUNT DUE: _____

Notes: _____

Personally and on behalf of the entity named above, the undersigned declares: I have read and understand the attached rules and regulations. I represent and warrant that I own or have a legal right to use any copyrights related to work that I market or sell. I waive any claims I may have now or in the future against the Town of Occoquan or any of its officers, agents, or employees (collectively, "the Town") for any personal injury, property damage, or loss of any kind related to the Craft Show, except for intentional acts by the Town, nor will I be a part of any legal action against the Town. I agree to be responsible for the collection and payment of Virginia State Sales Tax. I also understand that while vendors may cancel at any time, there are no refunds.

Signature _____ Date _____

REGISTRATION IS NOT COMPLETE WITHOUT FULL PAYMENT AND SIGNATURE.

For questions or further information, e-mail craftshow@occoquanva.gov or call 703-491-2168.

www.occoquanva.gov