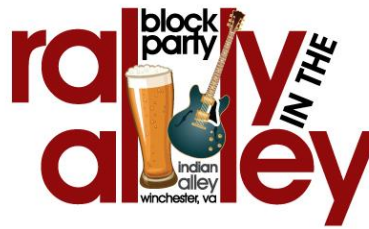




VENDOR
INFORMATION
PACKET

APRIL 14TH, 2019



Hello,

And thank you for your interest in participating in Rally in the Alley as a vendor. This packet is meant to help guide you through registration and day of activities. It also includes contact information and a timeline. If you have any questions, please don't hesitate to ask!

Event Vendor Information

Date: April 14th, 2019

Vendor Setup: 9:00 AM – 11:00 AM

Event (vendors must be open): 12:00PM – 6:00PM

Vendor Takedown: 6:00 PM – 7:00 PM

Contact: Patrick Rodgers (patrick.rodgers@gmail.com)

Where: Indian Alley in the parking lot behind the splashpad (see included map)

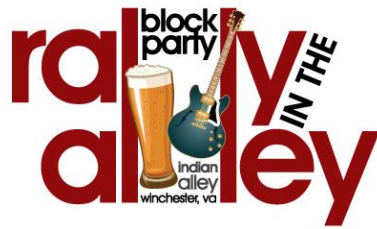
Vendor Information

You will be responsible for providing **anything** you might need the day of the event. This includes tents, tables, display stands, and hangers for displaying your items. A 10' x 10' space will be provided, and you must fit fully within these boundaries. Vendors may not share spaces. You may accept any form of payment you choose; however, this is your responsibility and RITA cannot assist with processing payments on your behalf. You may bring your own signs or banners, but they must be contained within your allotted space.

You must also have a business license from the City of Winchester, which is good for one year. You can find more information on [the website](#).

Controversial vendors or signage is not allowed, and final determination will be by the event coordinator.

For all vendors, we will add your vendor name, description, and website link on the event website.



Food Vendors

Food vendors have some additional steps they must complete, as listed below:

- Complete the Application for Temporary Food Establishment from the Department of health.
 - Let us know if you need a copy of the form
- The Department of Health must receive the completed form with payment **at least 10 days prior to the event (April 4th)**.
 - This \$40 payment is good for an entire year, so if you have already completed this form and made a payment within this calendar year you do not need to do so again.
 - Checks made out to VDH
 - Mailing address for completed form and check
Frederick-Winchester Environmental Health
107 N. Kent St., Suite #201
Winchester, VA 22601
- On the day of the event abide by the regulations described in the application. You must also have a fire extinguisher in your area.
- As a food vendor, you must have a tent or canopy covering your area (or a food truck).

Registration

Before registering please ensure you have reviewed this packet and asked any questions. You will be expected to adhere to the rules outlined within. When you are ready to register, please complete the attached registration form and mail it back with payment. Full payment is required to reserve your spot and is non-refundable.

Day Of

On the day of the event arrive as close to **9:00 AM** as possible so you have enough time to setup. You must be setup by 11:00 AM and all vehicles must be removed to adjacent parking lots by this time. There will be a lot of traffic as folks are bringing in equipment/supplies and we want to ensure everyone has time to setup and prepare. You are expected to remain open until the end of the event at 6:00PM. Loadout is from 6:00 PM – 7:00 PM.

Have fun!

Location Map

This map shows the approximate layout planned for the event.





2019 Vendor Contract

BUSINESS INFORMATION: PLEASE PRINT CLEARLY

Business/Organization Name: _____

Contact Name: _____ Contact Email: _____

Address: _____

Contact Phone: _____ Alt (Cell) _____

BUSINESS PROFILE: PLEASE PRINT CLEARLY

Business Address: _____

Phone Number: _____ Website: _____

Business Profile (20 words or less):

Signature _____ Date _____

PAYMENT IS DUE IN FULL WITH CONTRACT. DEADLINE FOR CONTRACT & PAYMENT IS MARCH 31, 2019.

Make checks payable to: Winchester Main Street Foundation.

Mail check and contract to: PO Box 828, Winchester VA 22604.

CANCELLATIONS: Your commitment is final no refunds will be issued.

BENEFITS FOR ALL VENDORS:

Space in the vendor area and listing and link on website.

____ BUSINESS VENDOR \$80 - Space in the vendor area and listing and link on website.

____ RESTAURANT VENDOR \$100 - Space in the vendor area and listing and link on website.

For Office Use Only: Date Received: _____ Amount Paid: _____ Method: _____