**Hickory Ridge Community Church Fall Festival**

 **Vendor Information and Form**

**Saturday, October 29, 2022; 3-7 PM**

**Description of event:**

* The HRCC Fall Festival is free admission to the public.
* The vendor section will be outside, centrally located near food trucks, games, and activities.
* This event occurs rain or shine.
* The church address is 3320 S Battlefield Blvd., Chesapeake, VA 23322.

**Festival Vendor Information and Requirements: *Please read carefully*.**

* Vendor fees are $50/numbered space.
	+ Vendor fees are non-refundable.
* You may request more than one space, pending availability.
	+ Spaces are available on a first-come basis.
	+ Spaces do not include electricity.
* Vendors are responsible for bringing their own tables and chairs.
	+ If you need assistance with this, please contact HRCC to discuss options.
* Vendors are welcome to bring their own pop-up tents/canopies.
	+ ***Please be mindful of blocking other vendors and activities.***
* The vendor is responsible for set-up and clean-up of area.
	+ This includes removal of any and all boxes, debris, trash of any kind, etc.
* All spaces must be cleaned up and cleared no later than 8:30 PM the night of the event.
	+ At the close of the festival, please do NOT bring vehicles into the event area until directed by festival officials.
* Vendors may begin setting up their area at 12:00 PM.
	+ If you believe you will need additional time, please contact HRCC to discuss additional options.
* For safety reasons, vendor areas must be set-up no later than 2:30 the day of the event.
	+ Arrivals after this time may forfeit pre-assigned space and fees.
* For safety reasons, all vehicles MUST be out of the festival area no later than 2:15 PM.
* After unloading your items, please park in the labeled vendor parking area.
* To prevent accident or injury, we cannot allow early departure of vendors.
* Each vendor will receive a confirmation email with your assigned number space.
* No firearms, tobacco products, alcohol, or illegal drugs permitted on the premises.
* Vendor spaces cannot be assigned until payment is received and processed.
* Vendor fees can be paid online at: <http://www.hrcc7.org/> (scroll down and click on “give”; type in the amount you are paying; in the “funds” area, use the dropdown menu to scroll to “Fall Festival,” then complete the remaining information.

*Revised 9/27/22*

**Hickory Ridge Community Church**

**Vendor Registration Form**

**Saturday, October 29, 2022; 3-7 PM**

***PLEASE PRINT or TYPE:***

|  |  |
| --- | --- |
| Vendor Name | First:Last: |
| Contact Phone #***Please include area code*** | Area code: Number: |
| Full address (street, city, state, zip code) |  |
| Email address: |  |
| Type of booth AND Description:***Please provide as many details as possible (food, art, craft, clothing, jewelry, make-up, game/activity, etc.)*** |  |

**WAIVER:** HRCC reserves the right to refuse vendor application. Should this occur, fees with be refunded within 10 days of the event. The vendor shall defend, save, and hold harmless Hickory Ridge Community Church, their respective officials, agents, board members, staff, volunteers, and sponsors and releases all liability and/or expenses which may arise due to weather-related issues, accident, unintentional injury, fire, vandalism, or other acts of God or nature. Booths and contents are not insured by Hickory Ridge Community Church. It is the responsibility of the vendor to safeguard their goods. Vendor assumes full liability for protecting, care, and maintenance of exhibitor’s property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign, date, and acknowledge that you have read, understood, and agreed to the rules and regulations of the HRCC Fall Festival.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Revised 9/27/22*