



2023 Herndon Festival Arts & Crafts Show Vendor Application and Contract

The Herndon Parks & Recreation Department invites you to be part of the Herndon Festival! The Herndon Festival Arts & Crafts Show will be held June 2-4, 2023. For complete information, please first read the 2023 Arts & Crafts Show Vendor Rules and Regulations.

To apply, please send the entire completed Herndon Festival Arts & Crafts Application pages, required photographs and your payment. **Please keep the 2023 Arts & Crafts Show Vendor Rules and Regulations for your future reference.**

Apply by March 31, 2023, and receive \$20 off your booth fee!

Application must be postmarked by March 31, 2023

Application deadline is April 3, 2023

Vendor Details

Legal Business Name _____

Contact Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

E-mail _____

Website _____

Have you exhibited in the Herndon Festival in the past? Yes No If yes, how recently? _____

How did you hear about our show? _____

Arts and Crafts Categories

Must provide pictures, see guidelines for instructions. All items must be handmade by the vendor.

- | | | | |
|--|---|------------------------------------|---------------------------------|
| <input type="checkbox"/> Baskets | <input type="checkbox"/> Children's Items | <input type="checkbox"/> Clothing | <input type="checkbox"/> Dolls |
| <input type="checkbox"/> Floral/Herbal | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Furniture | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Gourmet Foods | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Leather | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Personal Care | <input type="checkbox"/> Photography | <input type="checkbox"/> Pottery | <input type="checkbox"/> Quilts |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Other _____ | | |

Please provide a brief description of your product(s). _____

Do you have an oversized vehicle? Yes No Size of Vehicle _____

Trailer? Yes No Size of Trailer _____

(We will not be able to provide oversize vehicle parking unless we are informed in advance.)

Taxes

See the **2023 Arts & Crafts Show Vendor Rules and Regulations** for additional information.

- **Business, Professional and Occupational License (BPOL):** Vendors are required to obtain a temporary Town of Herndon BPOL and the application must be completed no later than May 1, 2023.
- **Sales Tax:** Vendors are required to pay a tax of 6% on sales made at the Festival to the Commonwealth of Virginia.

Applications postmarked after March 31 are not eligible for the application discount.

Please keep the **2023 Arts & Crafts Show Vendor Rules and Regulations** for your future reference.

Please send the entire completed 2023 Herndon Festival Arts & Crafts Vendor Application and Contract pages, required photographs and your payment. Incomplete applications will not be considered.

Booth Space	Early Bird (Before or on 3/31/23)	Regular (After 3/31/23)	Amount
10'x10' Space	\$305	\$325	
Add-Ons			
Electricity* (optional and will affect booth placement)		\$75	
Corner (optional and will be charged separately)		\$35	
Total			\$

Early Discount: Application must be postmarked by March 31, 2023

If accepted, booth, electric and corner fees are non-refundable. An application upon acceptance is considered a commitment to the show.

I have read and agree to comply with the 2023 Arts & Crafts Show Vendor Rules and Regulations which is attached hereto and incorporated herein. I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend and hold harmless the Town of Herndon, its officials, supervisors, employees and agents (the "Town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the Town facilities, and waive my ability to bring any legal action against the Town.

I also grant the Town permission to use my art and/or craft works and my likeness in a photograph, video, or other digital media ("photo") taken by the Town, in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Town and will not be returned. I hereby irrevocably authorize the Town to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my product, or likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

Vendor

Authorized Signature _____ Date _____

Printed Name/Title _____

Town of Herndon

Authorized Signature _____ Date _____

Printed Name/Title _____

Mail application to: Town of Herndon ATTN: Herndon Festival Arts & Crafts Vendor
777 Lynn Street, Herndon, VA 20170

or Email to:
parksandrec@herndon-va.gov

Payment

Legal Business Name _____

Select one of the following for credit card payment:

Visa Master Card Discover American Express

Total Amount \$ _____

Name on Credit Card _____ Billing Zip _____

Credit Card # _____ Exp. Date _____

Signature of Card Holder _____