



HERNDON FESTIVAL BUSINESS EXPO VENDOR APPLICATION

The Herndon community invites you to promote your business to over 80,000 patrons of the 38th annual Herndon Festival! The Herndon Festival Business Expo is held during the day on Saturday, June 2 and Sunday, June 3 along historic Pine Street.

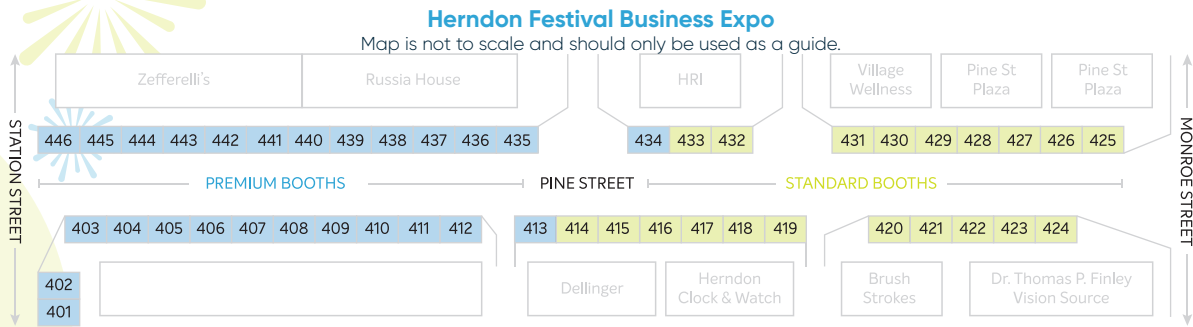
Business Expo Hours: Saturday: 10am-5pm Sunday: 10am-5pm

Company Name _____
 Contact Name _____
 Phone _____ Fax _____ Cell Phone _____
 Email _____ Website _____
 Address _____ City _____ State _____ Zip _____
 Type of business service or function to be exhibited _____

BOOTH FEES

All booths include tent, 6' table, and 2 chairs. *A copy of your Town of Herndon Business License or License # is required to qualify for the Town (TOH) rate. Town of Herndon businesses have registration priority through March 2, 2018.

Booth Preference (mark 1st & 2nd choices) Spaces are reserved on a first-come basis with full payment. Preferences are based on availability. The festival reserves the final right to place vendors. Map is not to scale and is to be used only as a guide.



Note: Booths 403-424 are 10x6 in size; all others are 10x10. All booths include tent, 6' table, and 2 chairs.

Booth Space	Early Bird (before or on 3/30/18)		Regular (after 3/30/18)		Quantity	TOTAL
	TOH	NR	TOH	NR		
Premium 10x10	\$720	\$920	\$770	\$970		
Premium 10x6	\$620	\$820	\$660	\$860		
Upper Pine 10x10	\$650	\$850	\$690	\$890		
Upper Pine 10x6	\$550	\$750	\$590	\$790		
Saturday Only 10x10			\$420	\$620		
Saturday Only 10x6			\$360	\$560		
Sunday Only 10x10			\$280	\$480		
Sunday Only 10x6			\$240	\$440		
					Total	

HERNDON FESTIVAL BUSINESS EXPO PAYMENT INFORMATION



ADD-ONS

Electricity \$50

Quantity _____ Total _____

*Vendor must provide their own heavy-duty extension cord minimum of 100'.

Extra Table \$25

Quantity _____ Total _____

GRAND TOTAL

Booth Fee _____ + Add-ons _____ = **Total due with application \$** _____

*Oversized vehicles, larger than a standard truck, will need to make special arrangements for set up and break down times.

Town of Herndon business license # _____

Will you be raffling any items? If so, please state item(s) _____

I have received, read, and agree to comply with the Herndon Festival Business Expo Rules and Regulations. I agree as the vendor to not hold the Town of Herndon or any of the staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal actions against any of the above named.

Signature _____ Printed Name _____

Title _____ Date _____

PAYMENT OPTIONS

Please send check or money order made payable to:

Town of Herndon

P.O. Box 427, Herndon VA, 20172-0427

Herndon Festival Business Expo, Ron Tillman

Type of Credit Card Visa Master Card Discover American Express

Name on Credit Card _____

Credit Card# _____ Exp. Date _____

Signature of Card Holder _____

Please send with your payment the completed Herndon Festival Business Expo Application. Please keep the Rules and Regulations for your future reference.

STAFF CONTACT (New Mailing Address)

Ron Tillman, Herndon Parks & Recreation Department

777 Lynn Street, Herndon, VA 20170

(703) 435-6800 **ext. 2116**

Fax (703) 318-8652

ron.tillman@herndon-va.gov

Confirmations will be sent out by May 4, 2018. Information including your booth number and instructions for the weekend will be mailed to all registrants one week before the Festival. One parking pass per booth will be issued on site.

