



2019 HERNDON FESTIVAL BUSINESS EXPO VENDOR APPLICATION

The Herndon community invites you to promote your business to thousands of patrons at the 39th annual Herndon Festival! The Herndon Festival Business Expo is held during the day on Saturday, June 1 and Sunday, June 2 at Northwest Federal Credit Union, Herndon Campus.

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 _____

No Banks or Credit Unions please.

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 1, 2019.

Booth Space	Early Bird (before or on 3/30/19)		Regular (after 3/30/19)		TOTAL
	TOH	NR	TOH	NR	
Regular 10x10	\$730	\$920	\$770	\$970	
Saturday Only 10x10			\$500	\$620	
Sunday Only 10x10			\$380	\$480	

ADD-ONS

Electricity \$75 __ Total _____

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

Extra Table \$25 _ 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.

Herndon Festival May 30 - June 2, 2019

HERNDONFESTIVAL.NET 703-787-7300

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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

777 Lynn Street, Herndon VA, 20170

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

Ron Tillman, Herndon Parks & Recreation Department

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

Fax (703) 318-8652

ron.tillman@herndon-va.gov

Confirmations will be sent out by May 3, 2019. Information including your booth number and instructions for the weekend will be e-mailed to all registrants one week before the Festival. One parking pass per booth will be issued on site.

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2019 HERNDON FESTIVAL BUSINESS EXPO RULES & REGULATIONS

Confirmations will be e-mailed out by May 3, 2019. Information including booth number and detailed setup instructions, will be mailed to all approved participants one week before the Festival. One parking pass per booth will be issued on site.

1. Businesses in the Expo may only include licensed, for-profit businesses which represent the family values of the community, government agencies, current in-office elected officials and nonprofit agencies which are non-political, but which conduct business activities. Elected officials' booths shall be limited to distributing information on constituent services and shall not include campaign materials. Denominational groups which conduct business activities may be permitted for specific business activities. The Festival Committee will make final decisions regarding groups which do not meet these criteria.
2. Exhibitors are encouraged to distribute promotions or coupons and take orders. Exhibitors MAY NOT make sales involving the exchange of funds.
3. Expo businesses who conduct a drawing are required to conduct the drawing onsite and give away the advertised item by the conclusion of the Festival. Raffles or drawings where tickets are sold are not permitted.
4. All distribution of promotional items must be pre-approved by the Herndon Festival Committee to insure diversity and prevent conflict with vendors' licenses to sell products at the Festival. This means that arts and crafts, balloons, glow necklaces, T-shirts, and other products sold at the Festival are not allowed as promotional items.
5. The Festival and Expo are held regardless of weather conditions. Although all booths have tent coverings, exhibitors are encouraged to bring sunscreen, hats, and other protective items to be prepared for changes in weather conditions. No pets are permitted in the Festival, except service animals.
6. All marketing activities by exhibitors are restricted to the immediate confines of your booth space as provided by the Festival. Specifically, this means vendors are NOT allowed to enter the thoroughfare to distribute flyers or giveaways in the immediate Expo area or any other area designated by the Herndon Festival Committee as part of the Festival. This requirement will be strictly enforced. The Festival does not permit live or recorded music or demonstrations as they may constrict the pedestrian walkway or be loud and disruptive to other vendors.
7. Set-up time will be scheduled by the Herndon Festival Committee between 8:00-9:00 a.m. on Saturday and Sunday. Booths must be in service during all hours of the Expo and until they close each day at 5 p.m. Oversized vehicles, larger than a standard truck, will need to make special arrangements for set up and break down times. Booth assignment and set-up information will be emailed one week prior to the event. One parking pass per booth will be issued on site. The Herndon Festival Committee reserves the right to change the location of an exhibitor's booth in the event the exhibitor is not set up during the specified time.
8. Failure to arrive at the scheduled time to occupy your booth will result in the loss of the ability to drive a vehicle into the show thoroughfare to unload. Late booth set-up must be hand carried from your designated parking area which may be ¼-½ mile from the Festival site.
9. The Herndon Festival Committee reserves the right to prohibit and remove displays and handouts which, in the opinion of the Town of Herndon or Festival Committee, detract from the family nature of the Festival or its general theme to promote legitimate businesses.
10. The Herndon Festival Committee is not required to make any refunds for cancellation of exhibits after May 3, 2019. Exhibitors assume responsibility for their own displays, promotions, and property in the Expo and agree to hold the Town of Herndon and the Festival Committee harmless.
11. Those businesses needing electricity should indicate that on their application and pay the additional fee. The Festival cannot guarantee availability after the May 3 deadline. Those using electricity must provide a 100-foot or longer labelled extension cord. Electrical outlets are limited to specific areas and provided on a first come, first served basis.
12. No business may present materials for or promote any company other than its own.
13. The Herndon Festival Committee reserves the final right to place vendors.
14. Applications are only considered complete once both the form and the payment have been received. Early entries and two-day entries will receive preference.

Please retain these rules and regulations for future reference.

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