



2020 HERNDON FESTIVAL BUSINESS EXPO VENDOR APPLICATION

The Herndon community invites you to promote your business to thousands of patrons at the 40th annual Herndon Festival! The Herndon Festival Business Expo is held during the day on Saturday, May 30 and Sunday, May 31 at Northwest Federal Credit Union, Herndon Campus.

Business Expo Hours: Saturday: 10am-6pm Sunday: 10am-6pm

Company Name _____

Contact Name _____

Phone _____ Fax _____ Cell Phone _____

Email _____ Website _____

Address _____ City _____ State _____ Zip _____

Type of business service or function to be exhibited _____

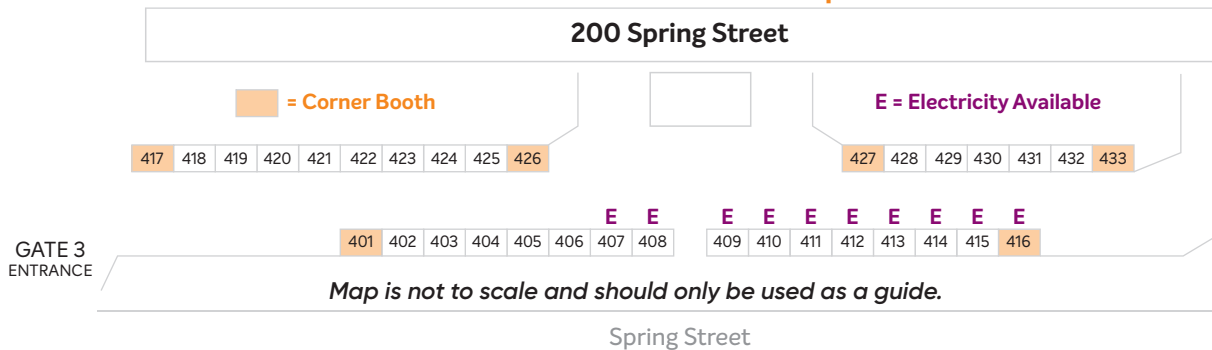
No Banks or Credit Unions please.

BOOTH FEES

All booth spaces are 10'x10' and include tent, 6' table, and 2 chairs. A copy of your Town of Herndon (TOH) Business License or License # is required to qualify for the TOH rate. TOH businesses have registration priority through March 1, 2020.

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.

Herndon Festival Business Expo



Booth Space	Early Bird (before or on 3/31/20)		Regular (after 3/31/20)		TOTAL
	TOH	NR	TOH	NR	
Saturday & Sunday	\$730	\$920	\$770	\$970	
Saturday Only	\$470	\$590	\$500	\$620	
Sunday Only	\$360	\$450	\$380	\$480	
ADD-ONS					
Electricity*			\$75		
Corner/End Booth (2-day booth only)			\$50		
*Vendor must provide their own heavy-duty extension cord minimum of 100'.				Grand Total (Due with application)	

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

Herndon Festival May 28 - May 31, 2020

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) _____

Please list any promotional give-away items that you will be giving out at your booth:

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 1, 2020. 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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