



## Vendor Application / Agreement

Date: Saturday, October 15, 2011

Rain Date: Sunday, October 16, 2011

Time: 9am – 5pm

Application & Fees due by September 15<sup>th</sup>, 2011

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of items to be sold/displayed:

\_\_\_\_\_

### Make checks payable to Aldie Heritage Association:

- \$25 Non-profit vendors and civic organizations
- \$50 100 sq ft space (approximately 10' x 10')
- \$75 200 sq ft space (approximately 10' x 20'. All Tailgate spaces are \$75)
- \$150 Food Vendors, spaces vary
- \$5 Additional space reservation for Sunday set-up

*I have read and understand the Event Guidelines for Aldie Day Harvest Festival. I agree, as a vendor, to not hold the Aldie Heritage Association, the Village of Aldie, or any committee members (Manager) responsible for any damages, lost or stolen merchandise. The Aldie Heritage Association, its agents or volunteers shall not be liable for property damage or personal injury to Vendors which may occur on or about any part of the subject premises, regardless of how such injury or damage may have occurred. Vendor waives any claim against Manager and assumes all liability for loss or damage to Vendors' property entrusted to the premises.*

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

Please return this form along with payment to the address below by Sept 15<sup>th</sup>. Spaces are assigned on first come/first serve basis. For more information, please contact Rosanna Smith at [info@aldieheritage.com](mailto:info@aldieheritage.com) or (703)327-5313.

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Aldie Heritage Association  
P.O. Box 20 - Aldie, VA 20105  
Phone: 703.327.5313 - Fax: 703.842.8493  
[info@aldieheritage.com](mailto:info@aldieheritage.com) - [www.villageofaldie.com](http://www.villageofaldie.com)

## Aldie Harvest Festival 2011 Event Guidelines for Vendors

1. Aldie Harvest Festival is an annual village event during which vendors set up booths to sell antiques, arts, collectibles, crafts, and other merchandise. As much as possible, vendors will be organized according to the following categories:
  - Antiques & Collectibles
  - Crafts
  - Food & Drink Vendors
  - Clothing
  - Jewelry
  - Farmers Market & Garden
  - Health & Fitness
  - Rummage Sale Items
2. Prohibited items include animals, weapons, explicit sexual material, and personal services. Also prohibited are illegal CDs, DVDs, and other unauthorized “knock offs.”
3. Vendor spaces are listed and contracted as described on the Application. The space depth and width will vary, depending on the designated lot and floor plan. Displays should be flexible in order to utilize all space available to you.
4. A limited number of Tailgate spaces are available and will be assigned first come, first serve, based on receipt of fees and application.
5. All approved applicants will be e-mailed a confirmation of participation, space location, and parking location. **Vendors must set up in their assigned space.** If not, vendors will be asked to vacate, and the registration fee will be forfeited. Vendor space is not final until payment is received.
6. Set up should be completed by 9:00am. It is recommended that vendors arrive by 7:30am to set up. Vendors must not vacate from their spaces until 5:00pm. Aldie enjoys a good deal of early evening traffic from tourists leaving Middleburg and driving east along Route 50.
7. Vendors, other than Tailgate Vendors, will be required to unload and move their vehicles to their designated parking in the village **by 8:30am.**
8. Vendors must provide their own tables, chairs and tents if desired, and should also be prepared to protect themselves and their merchandise from bad weather. All spaces are outdoors and uncovered; many are without shade. If a tent is used, it must be secured with ropes and/or weights.
9. Vendors interested in setting up on Sunday, Oct. 16<sup>th</sup> *in addition* to Saturday, Oct 15<sup>th</sup>, **must reserve a space in advance** with the application. A non-refundable fee of \$5 is required to reserve a space. Sunday spaces, as well as vendor participation, are not guaranteed to be the same as Saturday.