



# Vendor Space Reservation Form



## Fairfield United Methodist Church 14<sup>th</sup> Annual Arts & Crafts Fall Festival Saturday, October 10, 2009

Please complete and mail this application, with a check or money order in the appropriate amount, made payable to Fairfields Fall Festival, to Fairfields Fall Festival 2009, c/o Jerry Woofter, 1270 Sherwood Drive, Reedville VA 22539.

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

t/a: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ (other) \_\_\_\_\_

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

So that we can avoid placing you into a space that is adjacent to another person who has the same type of craft, please generally describe the craft/art that you intend to display:

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Number of spaces requested: \_\_\_\_\_

Total amount enclosed: \_\_\_\_\_ (\$25.00 per space if application is received prior to September 10, 2009, \$35.00 per space thereafter)

Yes, I want to participate in the Fairfields Fall Festival 2009. I have read and agree to the provisions in the instruction sheet that I was provided with.

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

# **14<sup>th</sup> Annual Arts & Crafts Fairfields Fall Festival**

## **Vendor Instructions**

- **Reservation fee is \$25.00 per space if application is received prior to September 10, 2009 and \$35.00 per space thereafter.**
- **Vendors will receive confirmation of their reservation after application and fees are received.**
- **The Fall Festival will be held on October 10, 2009 regardless of the weather conditions that day. Reservation fees are nonrefundable.**
- **The size of each vendor space is approximately 12 feet by 14 feet.**
- **Electricity and water is not available at the vendor spaces.**
- **Vendor is expected to provide his/her own furnishings, i.e. tables, chairs, shelters, etc.**
- **Vendors may begin setup of their assigned space beginning 7:00 am on the day of the event. Setup must be completed by 9:00 am.**
- **Booths may not be disassembled until 3:00 pm.**
- **Vendor's vehicles will be parked in the assigned vendor parking area prior to 9:00 am.**
- **Fairfields Fall Festival will not accept responsibility for loss or damage to vendor's property.**

**If additional information or clarification  
is required, please contact  
Jerry Woofter  
804.453.9067  
fairfields.fallfestival@nnwifi.com**