

# Strasburg Chamber of Commerce ~ Mayfest Celebration

## Arts & Crafts/Business/Non-Profit Vendors Rules & Regulations

### EVENT DAYS & HOURS

- ☞ Saturday, May 18, 2019 10 a.m.-4 p.m.
- ☞ Sunday, May 19, 2019 11 a.m.-4 p.m. **-Breakdown is not to begin until the end of the festival each day. Vehicles are not allowed in the festival area during the festival due to insurance requirements.**
- ☞ Event held rain or shine - Tents or Canopies recommended (No Refunds)
- ☞ Event is a first come (paid), first served

### APPLICATION DEADLINE ~ May 7, 2019

- ☞ Payment due with application submission. ***There is a \$35 fee for all returned checks.***
- ☞ Acceptance after May 6th is on a space available basis.
- ☞ If your application is not accepted, your payment will be returned.
- ☞ Past acceptance does not guarantee acceptance at this festival
- ☞ The Mayfest Crafter Committee reserves the right to limit number of exhibitors selling the same type of product.
- ☞ Refunds will be paid in full for cancellations received before April 17, 2019. No refunds for cancellations after April 17th.
- ☞ **Space numbers/location will not be mailed prior to event. Space Numbers will only be given out at check-in on Saturday, May 18th, 6 a.m.-8:30 a.m. Check in will take place at 157 East Washington Street, Strasburg VA 22657**
- ☞ **Information on the check-in procedure and location will be posted on our website**, in addition to all updates, at [www.strasburgvachamber.com](http://www.strasburgvachamber.com) and on our Strasburg Chamber of Commerce Annual Mayfest Facebook Page.

### SPACE SIZE & COSTS

- ☞ Space size is 10 x 10; double spaces available. Double spaces are 10 x 20 not 20 x 20. **Oversized canopies/tents will not be allowed.**
- ☞ Space size is to include tents/canopies and tables
- ☞ **If exhibitor set up is larger than indicated on application and paid for, exhibitor must pay additional space fee in addition to a \$25 oversize fee.**
- ☞ **Craft & Business Exhibitors: Cost ~ \$85 per space/2 days**
- ☞ **NON-PROFIT ORGANIZATIONS: ~\$40 per space/2 days**

## **INSURANCE**

- ☞ Exhibitors who carry General Public Liability are requested to submit a Certificate of Insurance with application.
- ☞ The Strasburg Chamber of Commerce and the Town of Strasburg must be listed as additional insurers.
- ☞ Exhibitors are responsible for their own display in case of loss or damage.
- ☞ Neither the Strasburg Chamber of Commerce nor the Town of Strasburg will be held liable for anything lost or stolen.

## **SET UP/TEAR DOWN**

- ☞ **Exhibitors must be set up by 9 a.m. on Saturday and 10:30 a.m. on Sunday.**
- ☞ All vehicles & trailers should be removed from the festival area as soon as possible after exhibitors have unloaded merchandise, supplies, etc.
- ☞ Parking in the festival area is limited to two church parking lots on Washington Street (no trailers on Sunday morning) and side street parking. Parking is also available at the Strasburg High School (off South Holliday Street just 0.4 miles from the center of the festival at King and Holliday Streets).
- ☞ There will be **no parking for trailers** at or near exhibitor area except for the above mentioned areas.
- ☞ Exhibitors' displays, including tents and tables, **MUST** remain on sidewalk. Parking spaces are reserved for pedestrian traffic only.
- ☞ Exhibitors may leave tents and displays up over night at your own risk.
- ☞ Exhibitors must leave their space broom clean before leaving.

## **MISCELLANEOUS**

- ☞ If you have any special needs, i.e. handicap parking needs, please contact the Chamber office at **(540) 335-6263** or email us at **strasburgcoc@gmail.com** or indicate needs on application so that advanced arrangements can be made prior to the day of the festival.
- ☞ All equipment is provided by the exhibitors.
- ☞ **Only whisper-quiet generators may be allowed. (With prior approval only)**
- ☞ If exhibitors indicate they will attend both Saturday and Sunday but do not return on Sunday, they **MUST** contact the Chamber office with their reason for not returning. Failure to do so may result in exhibitor not being invited back.