

Old Farm Day – October 2, 2010 (Raindate Oct. 3)

Space Reservation Agreement

FOOD VENDOR – Space Reservation Application

Deadline: September 1, 2010

Please review agreement, complete reservation form, and sign below.

Be sure to share this information with ALL helpers for your space.

1. **ALL reservations** must be received and paid before the Application Deadline: September 1, 2010. Spaces are reserved on a first-come basis. Those reserving by the Sept. 1 deadline will be listed in the program. Late reservations may not be accepted. No refunds for cancellations will be made after Sept. 1.
2. **ALL FOOD VENDORS MUST PROVIDE CERTIFICATE OF INSURANCE. NO EXCEPTIONS!!** Send certificate of insurance with application.
3. **Space Assignments:** Many changes to space assignments occur each year. When your exhibitor packet arrives in mid-September, please check closely for the area matching your permit to identify your assigned area.
4. **Vendor Entrance:** Gates are open Saturday **6 - 8:15 AM**. NO vehicles are admitted after 8:15 AM. Only 2 vehicle permits are issued for each space. All others park in public parking; and pay \$4 admission fee or present a worker ticket. Order worker tickets on this form - available in advance only.
5. **Vehicle ID permit:** The permit **MUST** be displayed on the dash of the vehicle to be admitted, and must remain on view the entire day in the parking lots. The permit is color-coded & numbered for the area of your space to assist traffic officers. No permit - no admittance. Parked vehicles without permits are subject to towing.
6. **Set-up:** We encourage you to set-up tents or complex spaces on Friday, 9 AM - 6 PM. On Saturday morning, unload your vehicle quickly and move it to vendor / exhibitor parking area. ALL VEHICLES MUST BE OFF fair-ground & parked in designated area BY 8:30 AM. Then return to set-up your space. The gates open to the public at 9 AM. NO VEHICLES ALLOWED IN OPEN FAIRGROUND BETWEEN 8:30 AM AND 4:30 PM ON SATURDAY.
7. **Take-Down:** Your space must remain up and open until **4:30 PM**. DO NOT begin to disassemble or pack up before 4:30 PM! Vehicles will not be permitted from the parking area onto the fairground before 4:30 PM. Violators may not be invited to participate next year.
8. **Restrictions:** No Bikes. No Pets.

LIABILITY DISCLAIMER

Under Virginia law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.

We agree to abide by this space agreement, and will make certain all helpers with our space are informed of the guidelines as well.

Signed: _____ Date: _____

Organization / Individual: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ (night): _____

E-mail address: _____

MENU: _____

IMPORTANT! Food Vendors MUST register with the Thomas Jefferson Area Health District AT LEAST 2 weeks prior to event. Call Eric Myers 972-6259 for Form #EHS-TR2 (Temporary Restaurant Application)

Size of tent / trailer / set-up: Front/width ___ x ___ depth/side

Be sure the space size includes room for tent ropes & pegs!

___ Electricity (check if needed) (Bring ext. cord)

FEE: Up to 20 x 20 space, electricity, & waste disposal.....\$40.

For larger space - call for pricing.

FOR OFFICE USE ONLY:

Date Received: ___/___/___

Ck# _____ Amt. _____

Complete & signed? _____

Receipt sent: ___/___/___

Route to: _____

Packet sent: ___/___/___

Notes: _____

WORKER TICKETS (in advance only)

___ Quantity x \$2.00 each = _____

Amount Enclosed: \$ _____

Make check payable to Old Farm Day

Make a copy of this completed form for your records. Mail the original with Certificate of Insurance and payment to:

Old Farm Day

P. O. Box 563 · Palmyra, VA 22963

Voice Mail Message Center: **434-589-9405**

E-mail: oldfarmday@fluvannaheritage.org

www.oldfarmday.org