

## OLD FARM DAY ♦ May 2, 2020

### Non-Food Exhibitor Space Reservation Information

Please review, complete attached reservation form, sign liability disclaimer and return with payment to the Old Farm Day registrar **postmarked by April 1, 2020.**

Keep this page & a copy of the application for your records. ***You are responsible for sharing this information with ALL helpers for your space.***

1. ALL reservations must be postmarked and paid by the application deadline of April 1. Spaces are reserved on a first-come basis. Those reserving by the April 1 deadline will be listed in the program. Late reservations may not be accepted. No refunds for cancellations after April 1.
2. **An Exhibitor Information Package** will be mailed to you about ten days prior to the start of the event and includes parking permits, tickets, emergency and other important information, fair map and your space assignment.
3. **Space Assignments:** Many changes to the event layout occurs from year to year. When your exhibitor packet arrives in late April, please check closely for the area matching your permit to identify your assigned area. We cannot guarantee a particular space.
4. **Exhibitor Entrance:** Gates are open Saturday 6-8:15 AM for setup. **NO vehicles will be admitted after 8:15 AM.** 2 vehicle parking permits are issued for each space. 2 admission tickets come with smaller spaces; 4 tickets for 20x20 or larger. All workers or volunteers must have tickets. Additional worker tickets should be prepaid in advance @ \$5 per ticket or can pay \$8 at the gate. If more than 2 vehicles, others must park in public parking.
5. **Vehicle Parking Permit:** The permit **MUST** be displayed on the dash of the vehicle to be admitted, and must remain in view the entire day in the parking lot. The permit is color-coded & numbered for the area of your space to assist traffic officers. No permit—no admittance. Vehicles parked in special areas 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 (do not leave valuables overnight). On Saturday morning, unload your vehicle quickly and move it back to the vendor/exhibitor parking area. **ALL VEHICLES MUST BE OFF fairground & parked in designated area BY 8:30 AM** the day of the fair. Then you can return to set-up your space. The gates open to the public at 9 AM. **NO VEHICLES ARE ALLOWED TO REMAIN ON THE FAIRGROUND BETWEEN 8:30 AM AND 4:30 PM ON SATURDAY.**
7. **Take-Down:** Your space must remain up and open until **4:00 PM**. **DO NOT** begin to disassemble or pack up before 4:00 PM! **Vehicles will not be permitted from the parking area onto the fairground roads before 4:30 PM as guests are still exiting the park.** Violators might not be invited next year.
8. **Restrictions:** For safety: no bikes & **no pets** are allowed at Old Farm Day. This is a rain or shine event, so no refunds will be issued due to bad weather.
9. **Note to Political Participants:** The Fluvanna Board of Supervisors set guidelines for use of county property by any political candidates or political parties. As such, you may attach signs to your booth, tent, table, or anywhere **WITHIN** the space allocated to you at Old Farm Day. You **MAY NOT** post signs anywhere else on county-owned property.

**LIABILITY DISCLAIMER** – must be signed on application. 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.



# OLD FARM DAY

## NON-FOOD VENDOR APPLICATION

Deadline – April 1, 2020

This form is **not for Food Vendors** (separate form on web site). Heritage Crafters or local government: contact [space@oldfarmday.org](mailto:space@oldfarmday.org) for appropriate form. Complete and submit this page with your payment.

<b>Contact</b>		<b>Organization/Company</b>	
<b>Mailing Address</b>			
<b>Phone</b>	<b>Mobile Phone</b>	<b>Email</b>	<b>Website URL</b>
<b>Type</b> <input type="checkbox"/> <b>Crafter</b> <input type="checkbox"/> <b>Business Expo</b> <input type="checkbox"/> <b>Political</b> <input type="checkbox"/> <b>Animals</b> <input type="checkbox"/> <b>Community Org.</b> <input type="checkbox"/> <b>Church</b> <input type="checkbox"/> <b>Other</b> _____			

### SPACE NEEDS AND FEES (RAIN OR SHINE, NO REFUNDS)

☐ **OPEN AIR** with your tent/canopy. There are limited spaces with electricity available on first-come/first served basis. If you need electric, please email us prior to submitting form so you know how much to remit. (Be sure size selected includes area for tent ropes and pegs.)

	<u>No electric</u>	<u>With electric</u>
<input type="checkbox"/> 12x12 or less (incl.2 tickets)	Qty: ____ x \$50	Qty: ____ x \$60
<input type="checkbox"/> 15x15 or less (incl.2 tickets)	Qty: ____ x \$60	Qty: ____ x \$70
<input type="checkbox"/> 20x20 or less (incl.4 tickets)	Qty: ____ x \$70	Qty: ____ x \$80
<input type="checkbox"/> Larger – Tent/trailer _____ wide _____ deep		

Contact [space@oldfarmday.org](mailto:space@oldfarmday.org) for price.

☐ **POLE BARN (covered):** 8x11 (Only 8 spaces available, incl. electric and 2 tickets)  
Qty: \_\_\_\_ x \$55

#### ☐ **EXTRA TICKETS:**

Qty: \_\_\_\_ x \$5 ea.

(Each vendor receives free tickets with their booth as noted. All workers or volunteers in a booth need tickets which are \$8 at the gate or \$5 in advance. Children under 12 are free.)

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

What are you selling, demonstrating, etc.? \_\_\_\_\_

➡ Mail form with check payable to Fluvanna Historical Society, PO Box 563, Palmyra, VA 22963

➡ Questions: [space@oldfarmday.org](mailto:space@oldfarmday.org) or 434-589-7910

### LIABILITY DISCLAIMER

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➡ **SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:** Rec'd \_\_\_\_/\_\_\_\_ CK # \_\_\_\_\_ \$ \_\_\_\_\_ ☐ Conf. Sent