



2018 FOLAR Appomattox RiverFest

A Day of Family Fun and Adventure
Celebrating our River Heritage, Nature & Recreation
Welcome Back Fort Lee as Activities Co-sponsor!

EXHIBITOR Booth Space INFORMATION

Place: Appomattox Riverside-Ferndale Park in Petersburg
Date: Saturday, April 28, 2018, RAIN OR SHINE 10AM – 3PM
(Booths must be set up and vehicles moved to lot by 9:30am)

Dear Exhibitors, Vendors, and Crafters:

You are cordially invited to participate at the 4th Appomattox RiverFest community event hosted by the Friends of the Lower Appomattox River (FOLAR). We are looking forward to another very successful event of 1,200+ attendees! We plan to publicize the RiverFest in local newspapers, radio, television, online and through social media and to the Ft. Lee community reaching thousands regionally.

- The Festival is a RAIN OR SHINE event.
- Booth spaces are approximately 10 X 10 feet.
- All crafters-vendors must supply their own tables, chairs and tent canopies (if desired).
- Electricity will only be available in a few areas. These spaces will fill quickly on a first come basis. You will need to supply your own extension cords.
- **All booths and activities will be located outdoors in the park setting on earthen ground.** There are a few picnic table pavilions on cement slabs available first-come-first serve.
- Booth assignments and arrival/set-up instructions will be emailed on or before April 16, 2018. PLEASE NOTE: We will be assigning arrival/set-up times based on your booth location. Make sure to include an email address with your application.
- Break down and/or driving in the festival/crafter area is not allowed prior to 3:00 pm due to safety issues.
- Exhibitors should not have items offered for sale. (Those who wish to sell should complete the VENDOR form so that we are in compliance with local requirements.)

Please submit your application for booth space by April 6, 2018. Due to the success of past year's RiverFest and the regional appeal of the Festival, we expect spaces to fill quickly. All assignments are on a first-come first-served basis. **Please submit your application via email to ContactUs@folar-va.org or by regular mail to: P.O. Box 1808, Petersburg, VA 23805**

****You will receive email confirmation once your application has been accepted****

THANK YOU and we look forward to a great event!

Wendy Austin, Friends of the Lower Appomattox River, 804-543-0325, Contactus@folar-va.org

ABOUT FOLAR: RiverFest is brought to you by the Friends of the Lower Appomattox River (FOLAR), the only organization in the region dedicated to conserving and protecting the natural, cultural, and recreational resources along the lower Appomattox River. FOLAR has served the region as a registered 501c3 nonprofit organization since 2001. Proceeds from this event will help FOLAR as we work to build the Appomattox River Trail – the ART, protect water quality, and foster the next generation of river stewards through the FOLAR Environmental Stewardship Scholarship.





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Event Participation RULES

Ensuring a safe and enjoyable event

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1. Exhibitor's spaces are not to be shared with nor sublet to a third party without written approval from the Friends of the Lower Appomattox River (FOLAR).
2. Each exhibitor shall maintain his/her items only within its leased space and keep that space in a neat and clean condition. All trash must be removed by exhibitors at the end of the Festival.
3. Each exhibitor shall have his/her car unloaded and moved from the unloading area by 9:30 am. Arrival/unloading times will be assigned based on booth location. The driveway will be closed at this time.
4. Each exhibitor shall have his/her own booth set up by 9:30 am and no booths are to be shut down until 3:00 pm unless, in the discretion of the organizer, exhibitors are directed to do so, pursuant to these rules and regulations.
5. The organizer reserves the right to terminate the agreement of any space to an exhibitor whose actions or goods offered for sale are in violation of the rules, regulations, theme, standards or purpose of the Lower Appomattox RiverFest. The exhibitor also agrees to remove any item(s) which, in the opinion of the organizer, is not in good taste, duplicates one of the Festival booths or does not meet the standard of the organizer.
6. As we must put the safety of the public attending the event as our foremost priority, the crafters/patrons/community booths etc. will not be able to drive vehicles into the festival area or into crafter row until after 3:00.

RiverFest organizers reserve the right to change these rules at any time.

Thank you for your observance of these rules which will help ensure a successful and safe event!

2018 VENDOR/CRAFTER Booth Space Application

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Name: _____

Company/Organization Name (This is how you will be listed on the Festival map):

Company/Organization website: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Day of Contact Name/Mobile Phone # I(f different from above):

_____ Phone _____

Items for sale: _____

Electricity? (Limited: First come/First serve) Circle one YES NO

If applicable **Business Permit #** _____ **Health Permit #** _____

***Please sign here to indicate you have read and understand the rules to participate in the 2018 Appomattox RiverFest (attached).

Signature: _____

Please email or mail this completed form no later than April 6, 2018. Space is available first-come-first serve. Suggested donation to participate: \$35

Email to: Contactus@folar-va.org

Mail to:

FOLAR

Attention: RiverFest Booth Space

P.O. Box 1808

Petersburg, VA 23805

2018 NONPROFIT/PUBLIC Exhibitor Booth Space

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Name: _____

Company/Organization Name (This is how you will be listed on the Festival map):

Company/Organization website: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Day of Contact Name/Mobile Phone # I(f different from above):

_____ Phone _____

Briefly exhibit description: _____

Electricity? (Very Limited: First come/First Serve) Circle one YES NO

OR, do you have a generator that you will bring? Circle one YES NO

***Please sign here to indicate you have read and understand the rules to participate in the 2018 RiverFest (attached).

Signature: _____

Please email or mail this completed form no later than April 6, 2018. Space is available first-come-first serve.

Email to: Contactus@folar-va.org

**FOLAR
Attention: RiverFest Booth Space
P.O. Box 1808
Petersburg, VA 23805**