



June 30, 2012

Craft Vendor Application

PLEASE RETAIN THIS SHEET OF INFORMATION FOR YOUR REFERENCE

Smithfield Olden Days will be held on June 30th 10:00 am - 4:00 pm in Historic Downtown Smithfield. This is a wonderful family event free to the public. We have something for the entire community; art, crafters, children's area. *Kids Bike and Pet Parade*, car show, homemade raft race, beer garden, music and so much more. Vendors and exhibitors are an important part of our festival and we value your participation in our events.

Please read the vendor application information, including dates and times of Smithfield Olden Days. If you are interested in participating, please fill out the application and mail it with a check to the address below. **You also must include photos of the products you would like to sell at this event. Note: your photos will not be returned so please make sure you keep your own copies.**

The application deadline is June 1, 2012. Any applications received after June 1, 2012, may not be accepted. **All approved applicants receive either written or electronic mail notification.** If you have sent an application and have not heard from us it is your responsibility to contact us. Your application may have been lost in the mail and we would have no way of knowing you sent it in to Tourism.

We look forward to working with you on what will be a great family event. If you have any questions, please feel free to send me an email at terry.rhinier@iwus.net or give me a call at 757-357-2214.

Fee: \$60.00 (per vendor space, approximately 10 x 10 ft)

Make checks payable to:

XI Delta Psi

Mail to:

Debra Coombs

105 Muirfield

Smithfield, VA 23430

For more info about the application feel free to call Brita Mizelle 757-357-3582 or Debra Coombs 757-692-7016 cell 757-356-9745 home

debracoombs@williamewood.com

Rules & Regulations

1. All booths will be outside. Vendors must provide their own tents, tables, chairs and any items needed for their booth. **WE DO NOT PROVIDE ELECTRICITY!** Space size is approximately 100 square feet (approximately 10 x 10). Please note that the street is not level. Please come prepared for this as the vendors are to display their work on the street and **not on the sidewalk**. **If you are interested in renting a tent, table and chairs, we recommend S& B Tent Rentals, Skip Sharpley, (757) 448-7327.**
2. If you have purchased a vendor space on Main Street you must put up a tent. "No Shows" will not be invited back unless extenuating circumstances do not allow you to participate.
3. **Set up begins at 7:00 on Saturday and breakdown starts at 4:00 pm. Please Enter Main Street from Church Street and Exit on Underwood Street. Drop your crafts and tent at the space assigned to you, remove your vehicle from the road as quickly as possible. Then come back to set up your booth. DO NOT BLOCK MAIN STREET WITH YOUR VEHICLE AT ANY TIME. All vehicles must be off of Main Street by 9:00 am on Saturday.**
4. Break down begins at 4:00 p.m. Please pack up your wares, break down your tent THEN drive your vehicle to your assigned space to pack up. DO NOT bring your vehicle to your assigned space then start breaking down. This blocks all traffic on Main Street, we want everyone to be able to go home as quickly as possible.
5. There are a limited number of spaces for this event. No reservation for space will be accepted without this **COMPLETED FORM AND CHECK**. Get your reservation in early. Booths must be manned at all times during the festival, Saturday, June 30th, 10:00 a.m. – 4:00 p.m. No early breakdowns!
6. We do not allow the sale of guns, sling shots, snappers, poppers, exploding devices, pornographic material, or other loud noise devices at the festival. We reserve the right to refuse anyone. **No crafters are permitted to sell food and drinks.**
7. We do not have a rain date. Non-refundable application fee unless the event is canceled due to weather. We will only cancel this event due to extreme weather conditions.
8. **All Vendors are required to leave their areas clean after displays are removed.**

The application deadline is June 1, 2012. Any applications received after June 1, 2012 may not be accepted. **All approved applicants receive either written or electronic mail notification.** If you have sent an application and have not heard from us it is your responsibility to contact us. Your application may have been lost in the mail and we would have no way of knowing you sent it in to Tourism.

Assigned Booth Space



SMITHFIELD OLDEN DAYS, June 30, 2012
APPLICATION FORM

Name of Applicant/Contact Person: _____

Name of Business _____

Email: _____

Address: _____

Town: _____ State: _____ Zip: _____

Telephone Number: _____ Daytime _____ Cell _____

Tax ID #: _____ Number of Spaces Requested (10 x 10) _____

Art Media or Craft _____

Consent to use photographs: Stating further, I authorize Smithfield Olden Days and Smithfield & Isle of Wight Tourism CVB and its departments to take photographs, audio and video recordings of me and/or my booth at any attraction, facility, park, or event for publications used in promoting Olden Days
Applicant Signature: _____

Fee: \$60.00 (per vendor space approximately 10 x10 ft)

Make checks payable to:

XI Delta Psi

Mail to:

Debra Coombs

105 Muirfield

Smithfield, VA 23430

Contact: Terry Thompson Rhinier, Special Events Coordinator

Smithfield & Isle of Wight Convention and Visitors Bureau www.visitsmithfieldisleofwight.net

Terry.rhinier@iwus.net, Phone 757-357-2214, Fax 757-365-4360

For office use only: _____

Received by _____ Date received _____

**IOW COUNTY AND THE TOWN OF SMITHFIELD DOES NOT ASSUME LIABILITY FOR THIS EVENT.
WE RESERVE THE RIGHT TO REFUSE ANYONE.**