



Peace Hill Farm

Peace Hill Farm Fiber & Craft Festival

www.historicpeacehill.com

2023 Vendor Application

Festival location: Peace Hill Farm, 18401 The Glebe Lane, Charles City, VA 23030 Festival Date: Saturday, November 4th, 2023 10:00 – 4:00

Vendor Agreement (please print clearly)

Organization or Business Name: _____

Contact Person: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Cell Phone: _____

Vendor e-mail: _____

Vendor Website: _____

Please note that all vendors will have a link to their website on the PHF Facebook page, the Ravelry group and website.

Please provide an itemized list of what you will sell. If you don't have a website or Facebook page, please include 3-5 quality photos of your work. Any pictures submitted to PHF may be used in advertising the festival. You can email the pictures to Louise@welltrainedmind.com

Give a brief description of your booth that you would like to be posted on our Facebook page, Instagram and Peace Hill Farm website.

Festival fee is \$60.00, and spaces are approximately 10' x 10' in an open field (tents must be pitched).

All vendors are subject to approval by the PHF committee. Checks are to be written to Peace Hill Farm. Mail with application to Peace Hill Farm, 18401 The Glebe Lane, Charles City, VA 23030, Attn: Louise Wood.

Please refer to vendor rules and regulations. The vendor will receive an acceptance e-mail or the check and pictures will be returned by mail if not accepted.

Number of spaces _____ x \$60 Total Enclosed _____

I have read and agree to the Vendor Rules and Regulations on page 2 and 3

Vendor Signature _____ Date _____

Official use: Received _____ Approved _____ Check # _____

& Amount _____ Space # _____

Vendor Rules and Regulations

1. PHF requires vendors to deal primarily in self-produced fibers and crafts.
2. Spaces are approximately 10' x 10' in an open field. The vendor is to supply its own tent and is responsible for anchoring it to the ground. PHF assumes no liability for damage caused by tents. No electricity is available on the festival grounds. Vendors are asked to keep within their staked space.
3. Upon check-in, you will receive a vendor packet. The packet will include booth location, festival map, 1 vendor parking pass, pre-ordered t-shirt vouchers and any other important information necessary for the day.
4. PHF will refund cancellations only if the space is filled with another vendor. No refunds will be issued after August 1, 2023. Only PHF has the right to reassign spaces freed by the cancellation.
5. Setup may be done on Friday, November 3rd, 2023 – 10:00 am – 1:00 pm and Saturday, November 4th, 2023, 7 am – 9:00 am. Security will not be provided for Friday overnight. All booths must be completely set up by 9:30 am. All vendor booths will be open for sale 10:00 am – 4:00 pm. The breakdown is to be started after 4:00 pm and must be completed by 6:00 pm, Saturday, November 4th, 2023.
6. All vehicles must be moved off the festival grounds by 9:30 am the day of the event. One vendor parking pass will be issued per vendor. Additional vendor vehicles are to park in general parking.
7. Vendors are to keep their booth and its surrounding area neat and clean and must bring a tent. There will be trash receptacles available throughout the festival. Vendors are responsible for removing large trash items from the festival grounds.
8. PHF does not provide insurance for vendors or their products. The vendor agrees to hold harmless, defend and protect Peace Hill Farm, the Festival, the property owner(s), the Volunteer Rescue Squad and the Chamber of Commerce from any claims, demands, suits, damages, losses, costs, or expenses which might arise out of any action or failure to act by Peace Hill Farm, the Festival with or any of its officers, representatives, etc., and to hold Peace Hill Farm, the Festival, with the property owner(s), Volunteer Rescue Squad and Charles City Chamber of Commerce harmless from any and all liability and responsibility arising from any accident or injury sustained by the vendor's participation in or presence at the aforesaid festival. The undersigned also agrees to hold harmless Peace Hill Farm, Sheep and High Fiber Festival, the property owner(s), Volunteer Rescue Squad and Charles City Chamber of Commerce for any expenses or liabilities, including attorney's fees. Insurance is the responsibility of the vendor. Vendors are responsible for collecting and reporting Virginia sales tax. If you need information concerning Virginia sales tax you can call (804) 367-8057 or visit <http://www.tax.virginia.gov/site.cfm?alias=salesusetax>
9. No pets are permitted at the Festival. The only animals permitted are exhibit animals, demonstration animals, service dogs. All animals must be cleared by the PHF committee ahead of time. All animals approved for attendance must have the appropriate up-to-date vaccinations, properly documented. Communication with PHF will be through e-mail, so please give a current, active e-mail address.
10. There will be a \$35 Insufficient Funds Charge for every returned check.
11. The festival will continue come rain or shine.