



Carrollton, VA off HWY 17  
**Saturday, November 30th, 2019**  
**10:00 to 4:00 p.m.**

For Tourism Use

Space	
Electric	
Product	

*A magical day of shopping, musical entertainment, and food & drink, in Carrollton, VA.*

*Please print clearly*

Business Name \_\_\_\_\_ Year Business was established \_\_\_\_\_

Contact Person (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell/Alternate Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_ Facebook \_\_\_\_\_

**Product Description** - Please provide samples/photos of your product, or a website/Facebook where we can view your products. This market is focused on locally home grown or homemade food & crafts. *If we are not able to offer you a space, we will return your registration fee to you.*

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**Special Requests** - Please list any other pertinent information that may be helpful in reviewing your application, space requirements, or requests. We will make every effort to honor your request if possible.

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Important Dates	Received date	Space	Fee	Total
Early Bird Registration	Sept 1—Sept 30th	10x10	\$75	
Regular Registration	After Sept 30th	10x10	\$100	
Additional Space		10x10	\$50	
Non-Profit <i>(limited spaces available)</i>	Until filled	10x10	\$30	
Electricity Hookup <i>(bring a 100' or longer outdoor extension cord)</i>			\$20	
<b>TOTAL ENCLOSED</b> <i>(payable to Isle of Wight County)</i>				<b>\$</b>

**Please complete both sides & return with fee to: IOW Dept of Tourism, ATTN: Teresa Frantz, 319 Main St. Smithfield, VA 23430**

**CAREFULLY REVIEW THE POLICIES BELOW BEFORE SIGNING.**

**LIABILITY WAIVER** - I agree to hold harmless; Isle of Wight County, the Town of Smithfield, Smithfield Foods, Bank of Southside VA, and Isle of Wight-Smithfield Tourism and employees from all liability or responsibility whatsoever for personal injury, property damage, or wrongful death, however caused, including but not limited to, negligence of above parties, whether passive or active, that results from my activities at the event.

**TENTS/RENTALS** - **One tent will be provided per market entry.** Additional Tents, tables and chairs will need to be approved and may be procured through S&B Tents, contact Skip Sharpley directly at (757) 448-7327, order early to guarantee availability. Skip will set up and take down tent.

**SUPPLIES** - I understand I am responsible for providing my own supplies (string lights, spot lights, tables, chairs, etc.).

**ELECTRICITY**- I also understand that tiki torches, open flames, or personal generators are not permitted, unless specifically approved by the market manager. I understand if I need electricity I will have to sign up and pay for that service in advance on my application and provide a 100'extension cord.

**ELIGIBILITY** - Participation is open to handcrafted, handmade, or unique products. Our goal is to create a shopping experience with items that cannot be found in stores. Vendors are juried, participation will be based on unique aspects of your product to avoid too many similar items. We do not accept commercial vendors or home based sales such as Arbonne, Lula-Roe etc.

**FOOD VENDORS** - Contact local Health Inspector Jennifer Burch at (757) 279-3080. Must have VA food permit to participate.

**LOCATION** - the day market will be held in the parking lot of Old Point National Bank in Carrollton, VA off HWY 17.

**REGISTRATION FEES** - are non-refundable (if not accepted or market is full, your fee will be returned to you). If cancelled due to extreme weather we will provide a 50% refund. To guarantee a space, payment must accompany registration.

**SET UP** - the event will be Sat., Nov. 30th from 10am to 4pm. Due to the size and scale of this event, there is no rain date. In the event of cancellation you will be notified by the email provided on your application, please print clearly. Vendor set up is from 8am to 9:30am. All vehicles must be off the lot by 9:30am. Unload your merchandise at your space, park in the designated vendor lot, then return to set up so we can keep the lot open for other vendors arriving. Please do not block sidewalks or driveways. Please be set up by 10am and do not break down before 4pm. Please be packed up by 6pm.

**SHUTTLE** - N/A for this event.

**TRASH** - I understand my garbage must be removed from site and not placed in bank or public bins or residential bins.

**PROHIBITED** - The following are not allowed at the event: damage to parking lot/sidewalks/roads, distribution of printed material, smoking or vaping within market parameters, foul language or unapproved music.

**VENDOR PARKING** - As a vendor, I understand there will be a designated vendor parking area and agree to park in the designated lot.

I certify that I have read and agree to the policies as outlined.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return** form with your registration fee, (check, money order or cash) **payable to IOW County.** *(please do not mail cash)*

**Return to** Smithfield/IOW Tourism 319 Main Street, Smithfield, VA 23430 Attn: Teresa Frantz

<b>For Tourism Use</b>			
Recvd _____	Amt _____	Ck# _____	Confirmed w/ vendor _____
Notes _____			
_____			