

Vendors, please keep this page and review the information before the festival.

Colonial Beach Chamber of Commerce  
215 North Irving Avenue  
Colonial Beach, Virginia 22443

## 74th Annual Colonial Beach Potomac River Festival *This is a 'Rain or Shine' Event*

### Food Vendor Contract

LOCATION: Town Hill and Boardwalk

EVENT DATES: June 14 – 15, 2025

TIMES: 10:00am - 5:00pm (Saturday)  
10:00am - 4:00pm (Sunday)

FEES: \$150.00 per 10' x 10' space (includes both days)

\$300.00 per 10' x 20' space (includes both days)

\$15 additional per space for electric, upon request (limited availability)

RULES:

- 1. Contracts are due by May 16, 2025 and must include the completed and signed contract and payment.**
2. A valid Virginia Department of Health (VDH) food permit must be displayed. Contact the Virginia's Food Safety Program, 804-864-7473 or [FoodSafety@vdh.virginia.gov](mailto:FoodSafety@vdh.virginia.gov) for additional information.
- 3. Contracts received after May 16, 2025 will be charged an additional \$20.**
4. A \$30 fee will be charged for all returned checks.
5. It is required that all vendors stay for the entire festival.
6. One vendor per space. Vendor or proxy must host display.
7. Spaces must be set up by 10am. You may arrive as early as 8am on **June 14** for area prep.
8. No vehicles will be allowed on the boardwalk except for loading and unloading.
9. Confirmation provided upon receipt of contract/payment. **Please PRINT a valid email address.**
10. The entry fee is non-refundable for cancellations made less than 30 days from the event date.
11. This event takes place Rain or Shine.
12. By signing the contract to participate as a vendor, all parties acknowledge and agree that the Town of Colonial Beach and/or the Colonial Beach Chamber of Commerce, or any persons affiliated with these entities, will not be held responsible for theft, loss and/or damage to any property, or liable for injury to any participant.
13. The Potomac River Festival Committee/Chamber of Commerce Staff reserve the right to dismiss vendors for inappropriate wares, behavior, or customer interactions.
14. Please understand, there will be no "off-sides" vending without prior permission.
15. Vendors **MUST** park away from the Boardwalk after unloading your vehicle.
16. Please manage your booth's trash.
17. If you anticipate sales over \$15,000.00 please contact the Town of Colonial Beach at 804-224-7181 to obtain a business license.

# 74th Annual Potomac River Festival

## Food Vendor Contract

**(PLEASE TYPE OR PRINT CLEARLY)**

Complete this contract and return it with your check or money order made payable to:

Colonial Beach Chamber of Commerce  
215 North Irving Avenue  
Colonial Beach, VA 22443

The entry fee is non-refundable for cancellations made less than 30 days from the event date.

Festival Space Fee (fee includes both days) \$ \_\_\_\_\_  
(\$150 per 10'x10' space, \$300 per 10'x20' space)

Electricity requested (\$15.00 each space) **(Please circle yes or no)** \$ \_\_\_\_\_

Total amount enclosed: \$ \_\_\_\_\_

Are you a returning vendor wanting the same space as last year? **(circle one)** Yes                      No

Please describe your business:

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Business Name: \_\_\_\_\_

Business Representative for this event: \_\_\_\_\_

**E-Mail Address (Please PRINT):** \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_

By signing this contract to participate as a vendor, all parties acknowledge and agree that the Town of Colonial Beach and/or the Colonial Beach Chamber of Commerce, or any persons affiliated with these entities, will not be held responsible for theft, loss and/or damage to any property, or liable for injury to any participant. Vendor is responsible for adhering to all RULES set forth in this document. Failure to comply may result in dismissal without refund.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_