

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

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

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

Craft Vendor Contract

LOCATION: Boardwalk and Town Hill

EVENT DATES: June 14 – 15, 2025

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

FEES: \$150 per 10' x 10' space (includes both days)

\$300 per 10' x 20' space (includes both days)

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

RULES:

1. **Contracts are due by May 16, 2025 and must include a completed and signed contract with payment.**
2. **Contracts received after May 16, 2025 will be charged an additional \$20.**
3. A \$30 fee will be charged for all returned checks.
4. One vendor per space. Vendor or proxy must host display.
5. It is required that all vendors will stay for the entire festival.
6. All work must be priced.
7. Spaces must be set up by 10:00am. You may arrive as early as 8:00am on June 14 for area prep.
8. No vehicles will be allowed on-site except for loading and unloading.
9. Confirmation provided upon receipt of contract/payment.
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 and Town Hill 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

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Craft 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 Irving Avenue North
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 each space – **please circle yes or no**) \$ _____

Total amount enclosed: \$ _____

Returning vendor requesting the same space as last year? (**circle one**) **YES NO**

Please describe your business:

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: _____