

Smithfield VA Events Retail Vendor Rules & Info

(updated for 2023/24 Season)

Please keep this form for your reference. WEBSITE: SmithfieldVAEvents.com

For a specific festival, you must return application and vendor fee by deadline on application.

POST EVENT YOU WILL NEED TO SUBMIT A "ECONOMIC IMPACT" REPORT TO OUR RETAIL COORDINATOR. THIS WILL BE DUE WITHIN (5) DAYS POST EVENT. Please review a copy of this report which is included in the vendor information you are sent before committing to participating. If you are donating an item for our auction events, you can give that to our Retail Coordinator when you arrive at the festival.

Site Address: Windsor Castle Park, 705 CEDAR STREET, Smithfield, VA 23430.

Ages 21 and up only, including vendors & vendor staff.

All booths are outside and are in a grass field. Your tent is included in your registration fee and will be set-up for you. You bring your own tables/chairs unless you added them to your agreement. Park grounds are not level. Location is determined by festival. There is not access to Wi-Fi, water, or electricity. Space size is approximately 10 x 10.

Directions: Come to Windsor Castle Park from Cedar Street only. Do not come via the old section of Jericho Road off South Church street. From Rt. 10, turn on Main Street, turn right on Underwood Lane, turn right on Cedar then follow this road as it winds to the park. Let our parking crew know you are a retail vendor, and they will guide you onto the site to unload. Any staff you have arriving in their own cars, will need to park in General Admission Parking.

Set up begins at 8:00 a.m. on Saturday. Goal is to get you in, unloaded and your vehicle moved out as quickly as possible, then go to park your vehicle in the designated vendor parking. Gate Staff will direct you to the proper parking field. Once you park your vehicle, then return and set-up your booth. You and your staff will be provided vendor wristbands from our Retail Vendor Coordinator.

If the grounds are dry: you should be able to drive to NEAR your location to unload. **If the grounds are wet:** you may have to stay on access gravel roads and carry your items to your booth. Please be patient and kind in navigating the set-up process, especially if the weather is not good.

Vendors are responsible for their own display in case of loss or damage.

Vehicles must be unloaded & removed from site by 10 AM.

EVENT BEGINS at 11AM and ENDS AT 5PM.

Booth Staffing: Booth must be always manned. Vendor Wristbands are not tickets to the event and drinking alcohol while operating your booth is prohibited. If you have any staff working the first part of the day that want to attend the event, they will need to purchase tickets. Let our coordinator know if you need to purchase any tickets for your first shift staff. All staff must be 21 & up. Do not bring children, infants, or animals/pets.

Do not close or break down before 5:00 p.m., unless approved by Festival. IT WILL BE ABOUT 5:45 pm before the "All Clear" has officially been given by the Fest and you can get your vehicle back on the site. Do not go get it early and try to "get close" and block gate or event exits. You will be asked to return to the parking lot if you do. We know everyone wants to pack up and get out, but the fest site must be cleared of attendees first. At 5:00, you can start packing up and breaking down. Vendors are required to leave their areas clean after displays are removed.

Prohibited Items: We do not allow Retail Vendors to sell food vending, water, drinks, sling shots, snappers, poppers, weapons, exploding devices or other loud noise devices at the festival.

We do not have a rain date. Application Fee is non-refundable unless the event is cancelled due to extreme/dangerous weather condition/Acts of God. We take out an insurance policy to cover catastrophic situations like weather and once we get thru the claims process, we will issue you a refund. **Unruly behavior** or failure to comply with stated rules by will mean immediate expulsion and elimination from participating in future events. **NO pets or children** allowed in festival or left in cars in parking lot.

For questions contact us by email at: Vendors@SmithfieldVAEvents.com