

# Smithfield VA Events Retail Vendor Selection Process

*(Updated for 2023/24 Season)*

**WEBSITE: [www.smithfieldvaevents.com](http://www.smithfieldvaevents.com)**

**EMAIL YOUR INFO TO: [Vendors@SmithfieldVAEvents.com](mailto:Vendors@SmithfieldVAEvents.com)**

*Prior to being invited for a specific festival, you must submit info and qualify to be placed on our **Approved Vendor List**.*

*Smithfield VA Events is a non-profit that hosts annual festivals and donates the proceeds to community charitable & non-profit organizations. Our festivals are some of the most popular in Coastal Virginia with tickets selling out weeks in advance. For the spring **Wine & Brew Fest** and the fall **Bacon & Bourbon Fest**, we invite approximately (6) retail vendors to participate in each festival.*

***We only use hand-crafted, unique, artistic, or event-themed vendors. Preference is given to Smithfield or Isle of Wight County based businesses, but not a requirement. All vendors interested must apply and be selected for our Approved Vendor List. We do not offer commercial vendor or non-profit spaces.***

*Vendors pay a flat fee that **includes the fest providing a 10x10 tent with sides** (weather dependent). For an additional fee you can order tables or chairs, or you can bring your own. **There is not a percentage of sales collected. We also encourage our retail vendors to donate an item for us to use as an auction item at our fundraising events.** You can give the item to our Retail Coordinator when you arrive at the festival. You also have the option to add in a monetary donation. We are a 501(c)(3) non-profit organization.*

## VENDOR SELECTION PROCESS:

Vendor selection is by invitation only to handmade artistic or event-themed vendors that have been pre-approved. Any time of year, you may submit your business for consideration. If approved, you will be placed on our "Approved Vendor List". ***Just because you are on the approved vendor list, does not mean you are guaranteed a space at a festival.*** Our vendor coordinator will contact selected vendors well in advance for a specific event to see if you want to attend. If you do, you will be sent the application and will need to return it with your vendor payment to confirm your spot by the deadline. Selections and invitations offered are at the discretion of the Retail Coordinator.

## HOW TO SUBMIT YOUR INFO FOR CONSIDERATION:

We only use hand-crafted, unique, artistic, or event-themed vendors. Please do not apply or inquire if you do not meet this qualification. We do not have informational commercial or non-profit type spaces. Incomplete or unqualified inquiries will not be considered.

***If you feel you qualify, email the following info to: [Vendors@SmithfieldVAEvents.com](mailto:Vendors@SmithfieldVAEvents.com):***

- 1) Business name
- 2) Written description of your products
- 3) Business location
- 4) Point of contact, email, phone number
- 5) Pictures of some of your products and if possible, of your vendor booth set-up or links to your website, on-line store, and social media pages.
- 6) List of other festivals, markets, or events you have participated in.
- 7) Which festival are you interested in? Wine Brew or Bacon & Bourbon? Or either?