Waterways Heritage Festival

Vendor, Guild, and Exhibitor Rules & Regulations

October 14 & 15, 2017
Sat. and Sun. 10 AM - 4 PM

Battlefield Park South located at 120 Reservation Road, Chesapeake, VA 23322

Application and $60 Merchandise Vendor fee (if applicable) made payable to ***GBB&WHF*** must be postmarked or received on or before **Friday, July 31, 2017**. We cannot be responsible for lost or misdirected mail.

Vendors, Exhibitors and/or Guilds that have not attended our Waterways Heritage Festival in the past must also submit a minimum of four to a maximum of eight color photos; please include a picture of your booth set-up. Photos must be representative of what you intend to display/sell at the event, and name must be clearly marked on the back of each photo. Application and photos must be received on or before Friday, July 31, 2017, to be considered (can be emailed to info@gbbattlefield.org. The number of vendors in each category (e.g. soap, pottery, baked goods, jewelry, etc.) are limited. Please send your application in soon to ensure committee consideration.

All participants are subject to approval by the event committee. You will receive an acceptance email, or the check and pictures will be returned by mail if not accepted.

Due to the historical nature of this event, we are only accepting limited vendors that fall in line with the period/theme. All vendor items must be **handcrafted and heritage arts-related** and all fiber arts must be 100% natural (no acrylic or nylon). Merchandise will be subject to approval onsite, and the committee shall have the right to remove any works or items considered to be inappropriate and/or demeaning to the spirit of the event. All items displayed for sale must be clearly priced. In addition, items used for display purposes must be clearly marked *Not for Sale*. Vendors are responsible for reporting their own sales tax.

Vendors must bring their own supplies: tents, tables, chairs, etc. Electricity will not be provided.
All booth spaces are approximately 10'x10' in an open field. All items must fit within the booth space. Items/Objects posted or displayed must be less than 8 feet tall and 4 feet wide, and be safely secured to prevent falling or becoming a trip hazard, and vendors assume responsibility for any damage caused by their tents. The GBB&WHF does not carry insurance coverage for vendors or crafters selling for profit.

Setup may be done on Friday, October 13, 2017, 2 - 6 PM and on Saturday, October 14, 2016, 8:00 - 9:30 AM. All booths must be completely set up and vehicles must be moved off the festival grounds by 9:30 AM both days. Booths must be open for the duration of the event (10 AM – 4 PM Saturday & Sunday). There will be overnight security Friday & Saturday on the grounds of Battlefield Park South. Breakdown of booths is to begin after 4 PM and to be complete by 5:30 PM on Sunday.

All Merchandise Vendors are asked to kindly donate an item for the festival raffle. The Foundation is a non-profit, 501c3 organization, and all donated raffle items are tax deductible. Please list item(s) and value(s) below to allow for display preparation and tax purposes. Donation Item: _____ Value: _____

Prior to the festival, a participant packet (including booth location and other logistics) will be emailed to the address given on the application. **Communication with GBB&WHF will be through email, so please give a current, active email address.**

Please make checks payable to GBB&WHF, and mail with completed and signed application to:
GBB&WHF, Waterways Heritage Festival, P.O. Box 15425, Chesapeake, VA 23328
ONLY vendors with items for sale include a $60 vendor fee when submitting their application.

If you have any questions or concerns with any of these provisions, please contact:
Cindy Mulkey, GBB&WHF Development Assistant | 757-482-4480 | cindy@gbbattlefield.org

8th Annual Waterways Heritage Festival

Applicant Information

Organization or Business Name: _____

Contact Person: _____

Email: _____ Phone: _____

Website: _____

Please note that, if applicable, all participants will have a link to their website on the GBB&WHF Facebook page and website.

Address: _____ City, State: _____

Please indicate the applicant's intent: Guild _____ Exhibitor _____ Merchandise Vendor ($60) ____
Providing a hands-on workshop? ___Yes ___No Providing a demonstration? ___Yes ___No

Give a brief description of your booth (including an itemized list of what you will exhibit, demonstrate, and/or sell) that you would like to be posted on the GBB&WHF Facebook page: _____

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Check the appropriate category by indicating the approximate percentage of crafts in each category that you intend to display. Selections will be based on quality, creativity, originality, technique and appeal.

ALL FIBER PRODUCTS MUST BE 100% NATURAL. NO ACRYLIC OR NYLON

_____% Angora fiber, roving, yarn
_____% Baskets
_____% Candles/Wax
_____% Embroidery
_____% Equipment (spinning wheels, looms)
_____% Fine Art
_____% Felting
_____% Gardening
_____% Historical display
_____% Knitting
_____% Mohair fiber, roving, yarn
_____% Musical Instruments
_____% Pottery
_____% Quilting
_____% Soap
_____% Spinning
_____% Stained Glass
_____% Weaving
_____% Wood Working
_____% Wool fiber, roving, yarn
_____% Wool processing/ fleece preparation
_____% Other:_____

By submitting this application, I acknowledge that I have read the rules and regulations on the reverse regarding the Waterways Heritage Festival and agree to comply with the provisions therein. I also acknowledge that my application, pending committee approval, is my commitment to the event.

Signature: _____ **Date:** _____

Office use: Received_____ Approved_____ Check #& Amount_____/_____ Space #_____