



# 2023 Herndon Festival Business Expo Vendor Application and Contract

The Herndon community invites you to promote your business to thousands of patrons at the Herndon Festival! Please see the 2023 Herndon Festival Business Expo Vendor Rules and Regulations before filling out this application and contract.

**Business Expo Hours:** Saturday, June 3: 10am-6pm Sunday, June 4: 10am-6pm

**Business Expo Location:** Northwest Federal Credit Union, Herndon Campus

Legal Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of business services being promoted \_\_\_\_\_  
*No Banks or Credit Unions please.*

Will you be actively engaged with patrons at your booth space?  Yes  No

*If the Vendor will be doing something more than handing out promotional materials, the Town reserves the right to require a certificate of insurance naming the Town as an additional insured.*

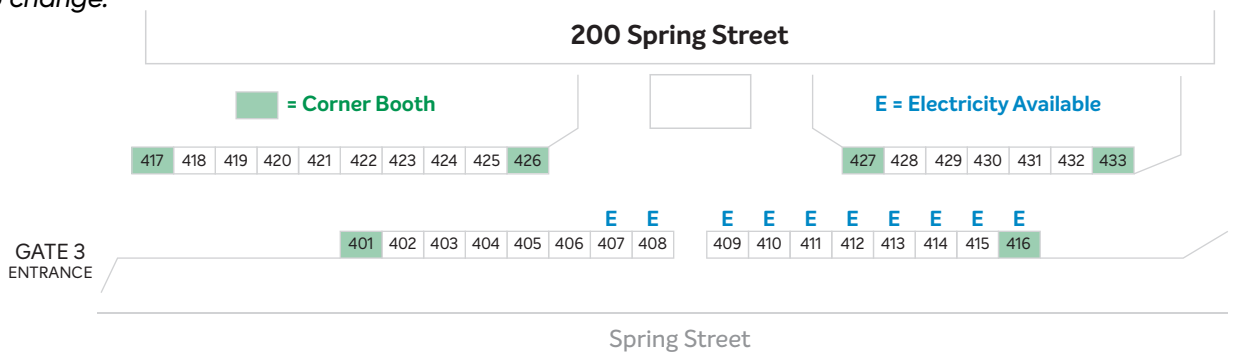
If yes, please describe the activities you are proposing.

## Booth Spaces & Fees

All booth spaces are 10' x 10' and include tent, 6' table, and 2 chairs. A copy of your Town of Herndon (TOH) Business License or License # is required to qualify for the TOH rate. TOH businesses have registration priority through March 15, 2023.

**Booth Preference** Using the numbers on the map below, pick your 1st and 2nd choice. 1st \_\_\_\_\_ 2nd \_\_\_\_\_

*Booth spaces are reserved on a first-come basis with full payment. Preferences are based on availability. The festival reserves the final right to place vendors. Map is not to scale and should only be used as a guide. Electric availability is subject to change.*



Booth Space	Early Bird (before or on 3/31/23)		Regular (after 3/31/23)		TOTAL
	TOH	NR	TOH	NR	
Saturday & Sunday	\$740	\$920	\$770	\$970	
Saturday Only	\$470	\$590	\$500	\$620	
Sunday Only	\$370	\$460	\$380	\$480	
<b>ADD-ONS</b>					
Electricity*				\$75	
Corner/End Booth (2-day booth only)				\$50	
*Vendor must provide their own outdoor rated 10 or 12 gauge heavy-duty extension cord minimum of 100'.			<b>Grand Total</b> (Due with application)		

**NOTE:** Oversized vehicles, larger than a standard truck, will need to make special arrangements for set up and break down times.

## Raffles & Drawings

Expo businesses who conduct a drawing are required to conduct the drawing onsite and give away the advertised item by the conclusion of the Festival. National drawings, regional drawings, or drawings where tickets are sold are not permitted.

Will you be doing a drawing?  Yes  No If yes, please state item(s) \_\_\_\_\_

## Promotional Give-Aways

All items must be approved by the Festival Committee. Balloons, arts & crafts activities, glow items and clothing items (including t-shirts) are not allowed. Please list any promotional give-away items you wish to give out.

I have read and agree to comply with the 2023 Herndon Festival Business Expo Vendor Rules and Regulations. I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend and hold harmless the Town of Herndon, its officials, supervisors, employees and agents (the "Town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the Town facilities, and waive my ability to bring any legal action against the Town.

I also grant the Town permission to use my product and my likeness in a photograph, video, or other digital media ("photo") taken by the Town, in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Town and will not be returned. I hereby irrevocably authorize the Town to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my product, or likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

## Vendor

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

**Mail application to:** Town of Herndon  
ATTN: Herndon Festival Business Expo, Ron Tillman  
777 Lynn Street, Herndon, VA 20170

**or Email to:**  
parksandrec@herndon-va.gov

Approvals will be e-mailed out by May 1, 2023. Information including booth number and detailed setup instructions, will be mailed to all approved participants one week before the Festival. One parking pass per booth will be issued on site.

Please send with your payment the completed 2023 Herndon Festival Business Expo Application and Contract.  
***Please keep the 2023 Herndon Festival Business Expo Vendor Rules and Regulations for your future reference.***

## Payment

Legal Business Name \_\_\_\_\_

Check made payable to 'Town of Herndon' OR

Select one of the following for credit card payment:

Visa  Master Card  Discover  American Express

Total Amount \$ \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Billing Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_