

**Fredericksburg-Rappahannock Chapter
Izaak Walton League of America**

**Application for Event Occupancy Space
for Vendors, Concessionaires, Exhibits and Demonstrations**

<input type="checkbox"/> 320th Fredericksburg Dog Mart September 29, 2018 Time: 9:30 AM to 3:00 PM (Rain Date – September 30, 2018)	OR	<input type="checkbox"/> Other Chapter Hosted Event Event Name: _____ Date: ____/____/2018 Time: _____
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Company Name: _____
 Name of representative: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Email Address: _____
 Tax ID#: _____ Date of Application: ____/____/2018

Food Sales _____ Non-Food Sales _____ Exhibitor/Display/ Demonstration (no sales) _____

Description of Products, Goods and/or Services

In the space below please list the products or services you/your company or organization is intending to sell, promote or display during the event. Please be as specific as possible. The sale or trade of weapons of any kind, fireworks, hazardous items or materials, are forbidden.

All approved Vendors, Exhibitors, Demonstrators and Displayers might hereafter also be known as approved applicants!

Products, Food Items, Promotional Item

Acknowledgement

By my signature I affirm that I have the authority to enter into this agreement, that all information is true and accurate and that I have read, understand and agree to the contents of this application including the rules and regulations attached. I will retain and abide by the rules on pages 2 and 3 of this application upon approval.

Signature of Authorized Representative: _____

Printed Name: _____ Date: ____/____/2018

Circle One: Dog Mart Other Event

Please send application and payment to: "FREDERICKSBURG-RAPPAHANNOCK CHAPTER IWLA"

For the 2017 Dog Mart forward application to Rod Hughes rodhughes925@comcast.net but send payment by check to: Herb Pritchett 6907 Governors Grant Lane, Fredericksburg, VA 22407	OR	For all other events forward application to C/O Herbert Pritchett 6907 Governors Grant Lane Fredericksburg, Virginia 22407
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This space for Fred-Rapp IWLA Use Only			
Date Application Received: ____/____/2018	Approved:	Yes / No	
Approved by: _____	Payment Received: _____	Date: ____/____/2018	
Notified by Email: _____	Phone: _____	Date: ____/____/2018	

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***General Information, Rules and Regulations
(Attachment to application, page 1)***

Concessionaires

The Fredericksburg-Rappahannock Chapter of the Izaak Walton League of America, reserves the “right to limit” concessionaires to those items that do not conflict or do not compete with any food, products, special items or raffles offered by the Fred-Rapp Chapter IWLA. Only approved items will be allowed. You may not display or sell any items NOT approved.

Release from liability:

Each approved vendor/organization that sells, exhibits or demonstrates does so at their own risk and agrees that they, their on-site representative(s), employees, volunteers and/or staff agree to hold harmless the members, volunteers, officers and board members of the Fredericksburg-Rappahannock Chapter of the Izaak Walton League of America (Fred-Rapp IWLA). The Fred-Rapp IWLA shall not be held liable for any loss, damage, or personal injury incurred while on the premises before, during or after the Event. All vendors must secure their own insurance coverage while on the premises and provide proof thereof.

Terms and Conditions:

Photography: All vendors, exhibitors, demonstrators, etc., grant the Fred-Rapp IWLA the right to photograph their activities during the entire event for publicity or promotional purposes.

Behavior: The Izaak Walton property is a family friendly and safe environment. All vendors, exhibitors, and demonstrators are responsible and will be held liable for the conduct and demeanor of their employees, agents, volunteers and animals while on the premises before, during and after the event.

Approved Applicant Site Location: For obtaining a Dog Mart vendor or display occupancy space/site, email Rod Hughes at rodhughes925@comcast.net

Occupancy Space Rental Fee: The cost for any applicant registering to sell products, goods or services is \$25.00 per 12’ x 12’ site. There is no charge for any space provided to an individual, group or organization that is displaying but not marketing for future sale or selling any products, goods or services.

Sale of Food and Beverage: Only applicants registered and approved as Concessionaires are allowed to serve or sell food or beverages.

Permits and compliance with requirements from External Authorities with Jurisdiction: ALL approved applicants are responsible for proper Registration, Permits & Compliance to all State and Local Laws and Codes including Building, Fire, Safety, Sales Tax, 501c3 non-profit status and Health Inspections, as needed, prior to 8:00 AM on the day of the event, NO LATER!
All approved applicants will have obtained any required County/City Inspections prior to 8:00 AM of the day of the event, and SHALL notify the Event Coordinator and/or Event Manager of such compliance!

***General Information, Rules and Regulations
(Attachment to application, page 2)***

Power generation and handling of fuel or hazardous materials: Stand-alone electric generators are allowed but must be commercial products, i.e. not “homemade” and must have appropriate factory installed mufflers/spark arrestors and shall be of a size and noise level that will not disrupt either other vendors or patrons. Generators must also be grounded as required by County or local codes and be available for inspection by 8:00 AM prior to the opening of the Event. The generators **MUST** be isolated from the public to prevent anyone from being burned, overcome by carbon monoxide gas or otherwise injured. All approved applicants are responsible for the safe containment, transportation and handling of any fuel or hazardous liquid or material and will prevent spillage thereof.

Refunds: Application Fees are non-refundable once an application has been approved.

Set up and removal of structures and products: All approved applicants will be allowed access to the grounds to begin setup at 6:30 AM on the day of the event and will need to be fully functional by 9:00 AM. All shelter tents shall be firmly secured to the ground using a concrete block or tent stake and tie downs at each corner. Each shelter will be subject to inspection before 9 AM. Tie downs must be supplied by the vendor. There will be **NO** exceptions. Vendors and exhibitors are expected to remain until the scheduled end of the event (cannot remove equipment early) and will be responsible for the cleanup of their site after the event. Special set-up the day before the scheduled event *MAY* be allowed if approved by the Event Coordinator prior to the day before the event. See other information in this application for contact information. Note: On the day of the event, the approved applicant is allowed the entry of two vehicles to the grounds without the parking fee of \$5 (you are responsible for informing your volunteer workers and determining ways to reduce your costs).

Pet Control: All pets brought on to the premises shall be current on appropriate vaccinations/shots, must be sociable and **MUST be restrained or on a leash at all times.** Pets owners are responsible for promptly picking up and disposing of all animal waste, ie. Dog Poop! Plastic waste bags are placed throughout the grounds for the purpose of picking up your dog's waste.

Questions:

For DOG MART questions: Send an email to the following:

The Dog Mart Manager: Darrell Schultz at dmschultz@comcast.net

Occupancy Space Coordinator: Rod Hughes at rodhughes925@comcast.net

AND/OR

The Event Coordinator and Chapter President: Herbert Pritchett hwpritchettsr@yahoo.com

For OTHER CHAPTER EVENT Questions:

Email the Chapter Event Coordinator: Herbert Pritchett hwpritchettsr@yahoo.com

When sending a question, please include the EVENT NAME in the Subject Line.

For assistance in determining potential dates for booking events see the Chapter Website Calendar at <http://iwlafred-rapp.org/calendar.htm>

Non-approval Right Reserved: The Fredericksburg-Rappahannock Chapter of the IWLA reserves the right to refuse ANY application.