

Donktoberfest 2018

Vendor Space Agreement and Application

Date: Sunday, October 7, 2018, 12:00 – 5:00 pm

Location: Bold Rock Hard Cider meadow – 1020 Rockfish Valley Highway (route 151),
Nellysford, VA

For questions please contact Vendor Coordinator: Beth Reynolds, horsepencreekfarm@live.com, (434) 664-7964

PARTICIPATION BY INVITATION

Participation as a vendor, food truck, or demo expert at Donktoberfest is by invitation only. If you are reading this and were not invited by a Donktoberfest coordinator, please accept our apologies. Vendor space is very limited, and we need to be selective for the benefit of our guests and our mission.

HOURS

- **Set Up:** You are welcome to start set up as early as 10:00 am, on Sunday, October 1st. Vendors must be done setting up and ready to sell by 11:30 am. While the event doesn't start until 12:00 noon, Bold Rock opens at 11:00 and some guests may start meandering early. **FOOD VENDORS:** The health department requires that you be ready for inspection by 11:00 am
- **Open Hours:** During Donktoberfest, 12:00 noon to 5:00 p.m., vendors are expected to have their booths staffed at all times. Food Vendors are expected to have enough supplies (propane, food, etc.) to remain selling until 5:00 pm.
- **Breakdown:** Breakdown of booth spaces may start at 5:00 p.m. but not sooner. Vendors are expected to fully vacate the event space and clean up after themselves by 7:30 p.m.

EVENT SPACE & PARKING

- **Vendors** will be provided with a 10x10 booth space with plenty of extra space to move around. vendors will need to provide their own tent, tables and chairs. No electricity is available. Vendors may drive up to your space to unload, but will need to move vehicles back to general parking by 11:30 am. Spaces will be assigned upon arrival to the event.
- **Food trucks** will have space to park your food truck/trailer and one "tow" vehicle behind the food truck/trailer. All extra vehicles will need to be parked in the general parking lot. You will have plenty of space for tables, condiments, etc. around your space. Spaces will be assigned upon arrival to the event.
- **Donkey Demo Experts:** Let us know how much space you will need for your demo station, booth, vehicles, etc. You will be shown to your space/area upon arrival to the event.

COMMITMENT

- **Vendors:** We do not require a fee to vend but we do ask for a commitment. If you submit this application and it is accepted (we will notify you within 72 hours), we ask that you be at the event. We have limited space and you are taking a space that someone else could have had if you don't show up.
- **Food Trucks:** We are relying on you to provide food for the participants at this event. Food truck selection has been carefully managed to prevent similar menu choices and competition. If you don't show up or show up late, you may be affecting the food supply for the entire event. Please don't send this contract unless you can make a firm commitment.
- **Donkey Demo Experts:** No charge, but please make a commitment to be there if you are sending in the application.

PROMOTION

As soon as your vendor application has been received and approved, your logo and information about your business will be promoted on the www.Donktoberfest.com website, Facebook page, and will be included in any press releases, media marketing.

APPLICATION

By submitting this application, I am committing to attend and participate in Donktoberfest as outlined above, and I agree to the terms set forth below:

1. Vendors: All items sold must be the original work of the exhibitor. No mass produced (commercial/factory) items may be for sale in your display. (The exception is if the product is necessary to sell along with your original work.) Please note, along with hand crafted and repurposed items we do allow vintage items, items enhanced or decorated by you.
2. I agree to allow Virginia Donkey Rescue / Donktoberfest full use of images and other promotional materials for purposes of promoting this year’s event and future years events.
3. Please be advised any potential insurance risk is subject to your own personal/business insurance coverage. I hereby waive Donktoberfest; its organizers, Bold Rock Hard Cider, the property owners, any sponsor, or fellow participant from any liability due to personal injury, loss or damage to any person/property that may occur.
4. Donktoberfest limits duplication of the same types of products.

Contact Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Facebook: _____

Website: _____

Signature

Date

Please mail/email/or fax this application and agreement to:

Donktoberfest
C/O Kimberly Clark
P.O.Box 82
Concord, VA 24538
Fax: 800-881-0544
Email: Donktoberfest@gmail.com

Once your application has been approved please email us a square logo or image you would like us to use in promotional/marketing items along with up to a 150 word description of your product and or services. Links to your website/facebook page for more information are encouraged.