



Town of Christiansburg
Fourth of July Celebration Vendor Application
Tuesday, July 4, 2023 10 a.m. – 4 p.m.
Main Street Downtown Christiansburg

Vendor Categories and Fees

- Hand-Made Crafts: \$25
 - All items must be made by the applying artist.
 - All items for sale must be original, handcrafted art and craft items produced by the vendor.
- Nonprofit Booth: \$25
 - As defined as 501 (c)3 Non-Profit Organization
- Business Booth: \$50

Note: Town of Christiansburg Parks and Recreation Department reserves the right to disallow any entry based on the guidelines and decisions of the Special Events Committee. Spaces are not available to political enterprises, their affiliates, or candidates. Please remember submitting a vendor application to the Fourth of July Celebration does not guarantee acceptance. All applicants will be notified of the status of their application in a timely manner

Requirements: Completed event application and vendor fee is due by June 1, 2023. Fees are to be paid upon application submission. Incomplete applications, including those submitted without payment, will not be considered for the event until payment is received and all vendor information is complete.

Cancellation Policy: NO REFUNDS will be given for cancelled registration.

Contact: Austin Gilmore, Assistant Events Coordinator agilmore@christiansburg.org or 540-382-2349 ext. 2017

Vendor Information

Your Category: (Please check box)

Handmade by YOU Crafts \$25 Nonprofit \$25 Business Booth \$50 Farmers Market \$0

Business Name: _____ Contact Person: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

What are the dimensions of your setup? _____

Detailed Description of Items to Sell/Display: *(please use additional pages as needed)*

2023 Guideline Information

Application Process:

- Application and vendor fee are **due by June 1, 2023.**
- Complete the application in its entirety. You can drop off or mail your application and vendor fee to:
Christiansburg Recreation Center, ATTN: Austin Gilmore
1600 N. Franklin Street
Christiansburg, VA 24073
- You can also email your application to agilmore@christiansburg.org. Your application will not be considered until payment is received.

Arrival and Departure Guidelines:

- All vendors are required to remain at the event until 4pm. We have advertised the specific hours of the event, and it would not be professional or fair to attendees to breakdown before the advertised end time. We also must clear the event area before any vehicles can enter or leave the area.
- You will receive via email arrival time and location information at least one week prior to the event.

Rain and Wind Policy:

- A decision to have the event will be made by the Parks and Recreation Staff. If the event is canceled due to weather, there is no rain date.
- If the event goes on and you decide to not attend due to weather NO REFUND will be issued.
- Vendors are responsible for providing their own protection from inclement weather. This is an OUTDOOR event. Vendors should be prepared to sell in all types of weather conditions.
- In the event of inclement weather, the Town assumes no liability for damaged products or goods.
- A one-hour wait period will occur before calling the status of the event during extreme weather. After that period, if the event is cancelled, a staff person will notify participants. Only then will vehicles be allowed back onto the event street.

Additional Guidelines:

- NO REFUNDS will be given for cancelled registration.
- No tables, chairs, tents, tent weights, electricity, ice, water, or regulated dump areas will be provided.
- Vendors are responsible for providing their own trash receptacles/bags for their space. There will be dumpsters at the event for vendors to dispose of their trash afterwards.
- A professional attitude and consideration for co-vendors is always expected. Failure to cooperate with the Town of Christiansburg Parks and Recreation Staff may result in removal from the event without a refund.
- If unapproved items are found at your space, you will be removed from the event without a refund.
- Vendors shall be liable for delivery, handling, setting up, and removal of their own display and materials.
- Submission of an application does not guarantee admittance as a vendor to the Fourth of July Celebration. Once your application has been received, you will be notified by email if your application has been accepted. If for any reason your application is not accepted, we will contact you regarding the payment you submitted.
- Vendor spaces are approximately 7"x20". If you are using a tent, you are required to provide your own weights to tie down the tent.
- Vendors not filing taxes through an established business must submit a tax form to the VA Department of Taxation.
- Vendors are responsible for delivery, handling, set-up, and removal of their own display and materials.
- The following merchandise **is not allowed** at the Fourth of July Celebration:
 - Merchandise imported from outside the United States
 - Merchandise that includes protected intellectual property absent confirmation of authority to sell such merchandise, including images, names, and products subject to copyright or trademark protection, such as Disney or Warner Brothers characters, professional and college sports teams, etc.
 - Merchandise available commercially or assembled from commercially available parts or kits
 - Merchandise sold for or on behalf of a commercial enterprise
 - Merchandise offered at wholesale and/or for resale
 - Merchandise that includes suggestive or vulgar graphics, language, or other elements

Vendor Agreement

The Town of Christiansburg reserves the right to prohibit items being sold or displayed at Town of Christiansburg sponsored events and programs. Exhibits, vendors, and items that may be detrimental to, reflect poorly on, or are inconsistent with the goals and themes of Town of Christiansburg or its events or programs, as determined by the Special Event Committee in its sole discretion, will not be permitted. No suggestive, obscene, or vulgar language (printed or spoken) will be allowed. The Town of Christiansburg reserves the right to cancel the event due to weather or other unforeseen circumstances without refund. The undersigned has read all regulations and information pertaining to participation in Town of Christiansburg sponsored events and programs and hereby waive any claim against, and agree to hold harmless the Town of Christiansburg, the Parks & Recreation Department, their employees, and their volunteers, from any and all liability for damages or injury incurred during participation in any Town of Christiansburg sponsored events and programs. I have honestly completed the application and read all Town of Christiansburg Fourth of July Celebration guidelines. Should I be chosen to participate in this event, I will be a professional vendor and follow the guidelines.

SIGNATURE: _____ Date: _____