

BOOTH # _____

**BOOTH REGISTRATION FORM
ARTS AND CRAFTS/COMMERCIAL/NON-PROFIT
2009 TOWN OF VIENNA JULY 4TH CELEBRATION
Saturday, July 4, 2009 – 11:00 a.m. - 4:30 p.m.
No Raindate - (Fees will be returned if event is canceled)**

NAME OF VENDOR: _____

CONTACT NAME: _____

ADDRESS: _____

STREET

CITY

STATE

ZIP

TELEPHONE: (home) _____ (work) _____

BOOTH SPACE IS 10' X 10'. **Number of spaces required: Outdoor _____ Indoor _____**

We will accommodate requests for particular booth spaces if they are available.

BOOTH SPACE FEES (please check appropriate space):

_____ Non profit groups (political or community service groups excluding food). **Cost per space \$20.**

_____ Arts and Crafts (all items are made by the vendor-**photo required**) **Cost per space \$40.**

_____ Indoor Arts and Crafts Limited space is available to vendors who make their own crafts from start to finish. One 6' table will be provided. (All items are made by the vendor-**photo required**) **Cost per space \$60. Set up for indoor space booths must be done between the hours of 8:00 a.m. – 10:00 a.m.**

_____ Commercial arts and crafts vendors (items are not made by vendor) and novelty items. **Photo required** No silly string aerosol sprays or fireworks of any type. There is limited space available. **Cost per space is \$80.**

DESCRIPTION OF PRODUCT OR SERVICE OFFERED. PLEASE BE SPECIFIC. WE RESERVE THE RIGHT TO REJECT PRODUCTS OF QUALITY NOT CONSISTENT WITH SHOW STANDARDS. HIGH QUALITY HAND CRAFTED ITEMS ARE GIVEN PREFERENCE. _____

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TEAR OFF AND RETAIN FOR YOUR INFORMATION - GENERAL INFORMATION

The Town provides a 10 x 10 indoor or outdoor space. Outdoor Vendors are required to bring their own tables, tent, and booth materials. Indoor vendors will have access to one 6' table. No electricity available.

*Please return the completed booth registration form, together with a check or money order made payable to **TOWN OF VIENNA** and mail to:

Vienna Department of Parks and Recreation
Vienna Community Center
120 Cherry St. SE
Vienna, VA 22180

Confirmation of acceptance into the show will be sent in writing as applications are received by June 23, 2009. If you do not receive a letter of confirmation, contact the Community Center at (703) 255-6357.

LETTER OF CONFIRMATION ISSUED BY THE TOWN OF VIENNA MUST BE PRESENTED UPON ARRIVAL AT THE FESTIVAL.

All registration forms should be submitted and booth space paid in full by Friday, June 26, 2009. No registration fees will be returned unless the July 4th celebration is canceled.

Call (703) 255-6360 for cancellation information.

The schedule for July 4, 2009 is as follows:

8:00 a.m. -----Area opens for set-up (vehicle access restricted to unloading - 8:00 a.m. – 10:45 a.m.). Outside vehicle access is located behind the Community Center. **Indoor set up** is from 8:00 a.m. – 10:00 a.m. loading and unloading is located in front of the Community Center (directions to follow)

11:00 ---Celebration begins, all vendors must be set up.

4:30 p.m.-----All booths stop sales and begin to break down at 4:30 p.m..

6:30 p.m.-----All vendors must be completely packed up and have vehicles and equipment off the field.

Questions or comments should be addressed to the Vienna Department of Parks and Recreation at the above address or by calling (703) 255-6360.