*Town of Independence*

**Event Vendor** 317 East Main Street

**Information/Policy** POB 99

Independence, Virginia 24348

When completing the Event Vendor Application (separate form), please include a phone contact number where you can be reached during the day. Describe in detail the wares or food items you will be selling. The Town reserves the right to decline any applications. Forms are available at [www.independenceva.com/forms-applications](http://www.independenceva.com/forms-applications)

**Booth Spaces-**Spaces are available in 12 X 12 or 12 X 20-foot spaces. Multiple and adjoining spaces may be purchased. Your set up must be within your space. Indicate on the application if you require electrical service or water and/or if you have your own food truck or trailer electrical and water supply. Vendors must supply their own equipment.

All fees (see fee schedule) must accompany the application and vendor applications must be received by the events Coordinator two weeks prior to the scheduled event. In the event of cancellation, fees will be refunded. No shows will not be refunded.

**Event Set Up-**There will be a designated set up and parking areas for vendors for each event. Contact the events Coordinator prior to the event to confirm set up times for each event. Street closures may be in effect and will determine the availability for set up. Vehicles must be moved to vendor parking area immediately after you unload to facilitate site access for all vendors. Set up times are typically scheduled in the evening and morning before the event start time. Street closures are for the benefit of vendor set up. Do not arrive early prior to street closure.

**VDH Permits**-Food vendors must have a current VDH Temporary Food Establishment Permits Health and be registered with the Town of Independence Events Coordinator 30 days in advance of the event. This ***is required*** by the Virgina Department of Health and a compliance officer from VDH will be on site during the event. If you already have a valid permit, please send a copy with your application. Non-profit organizations also will need a permit if selling food items. If you have question related to food vendor permit requirements with the Virginia Department of Health, please direct those questions to Grayson County Health Department at 276 773-2961

**Day of Event Check-in Procedure**- Prior to set up and event start time, come to the Town of Independence Events Information Tent located on the event site to pick up your packet and space location. Depending on the event, event sites may include the 1908 Courthouse lawn, adjacent Court Street, and the Town Park. If you have any concerns or questions, please feel free to contact the event coordinator at 276.773.3661 or 276.768.8656 or maryann@independenceva.com For more information on events visit [www.independenceva.com](http://www.independenceva.com)

Thank you,

Mary Ann Halsey

Events Coordinator

Town of Independence

(REV 3/2024)

**Fee Schedule/Vendor Space**

12X12 Retail Vendor Space $25

12X20 Food Vendor Space $75

Vendor spaces are designated for retail, food truck and trailer vendors. If more space is needed, you may purchase additional space. No vendor may exceed the limits of their issued vendor space.

**Payment Policy**

-Applications are received and reviewed on a first come first served basis.

-Registration is not complete without a complete signed submitted vendor application and payment. The Town is not responsible for late mailed applications. If paying by check, please make check payable to Town of Independence, Virginia. Booth fee payments will be returned to any vendors not approved for the event. Approved no shows will not be refunded.

**General Information**

-No smoking in booth spaces. Pets must be leashed.

-Rude, aggressive, obscene, or abusive language and/or threatening or actual physical abuse of another vendor, staff, or the public is strictly prohibited and will result in immediate removal and barring of participation from future events.

-Please follow the directions of event personnel.

-All local laws must be followed.

-Only vendors with approved applications are permitted to participate. Sharing space is not permitted.

-Vendors may only exhibit the crafts and foods for which they were approved.

-Activities and displays must be appropriately family friendly. The Event Coordinator reserves the right to remove any activity or display deemed inappropriate.

-No booth spaces are guaranteed from year to year.

-These are outdoor events and will be held rain or shine unless cancelled for health and safety reasons.

-Vendors are responsible for their own power, power cord connections, shade, tent, tables, chairs, and weights. All tents should be weighted to prevent them from blowing down in gusty wind.

-Each exhibitor is expected to be completely set up before the posted start time for the event.

-Each exhibitor is expected to clean up and dispose of their own trash throughout the day. Nothing should be left behind at the end of the day.