



Middletown Uncorked

A Wine Tasting & Craft Festival

Saturday, September 1, 2012

CRAFTER AND BUSINESS VENDOR REGISTRATION FORM

All vendors must register NO LATER THAN July 15, 2012.

Business Name:

(if applicable)

Contact Name:

Address:

City, ST, Zip:

Main Phone:

Cell Phone:

E-mail:

Website:

BOOTH INFORMATION:

Please describe the items you will be offering for sale and an estimated price range of your products:

CRAFTERS ONLY:

Are your crafts handmade by you or purchased? Handmade Purchased Combination

SET-UP INFORMATION:

Type of Set-up (tents/canopies are recommended): Tent/Canopy Table Only

NOTE: All vendors must supply their own tables, chairs, tents/canopies, and other supplies. The Town will only provide the space for you and your booth.

PAYMENT INFORMATION:

We wish to reserve _____ 10' X 10' vendor space(s) at \$25 per space.

I will also need addition space, measuring _____, for an additional \$15.

METHOD OF PAYMENT

Check # _____ Date: _____ Amount: \$ _____
Payable to: Town of Middletown, Middletown Uncorked

Credit Card

Visa MasterCard Amount to be charged: \$ _____

Name on Credit Card: _____

Credit Card #: _____ - _____ - _____ - _____

Exp. Date: ____/____/____ 3-Digit Verification #: _____

Credit Card Billing Zip Code: _____

Cardholder Signature: _____ Date: _____

Upon execution of this agreement and as a part of the consideration hereof, vendor agrees to indemnify and hold the Town of Middletown, and all of the event staff, Monte Vista Estate owners, sponsors, employees, and agents, harmless from any and all debts accounts, suits, cause of actions, proceedings, claims, liabilities, demands and judgments, which may include, but are not limited to all costs, expenses, damages and attorney's fees, arising out of, by reason of, or in connections with any act or failure to act by vendor's agents, invites, employees, representatives in the activities reflected by this agreement, in connection with the failure of any apparatus, equipment or personal property used by the vendor in the activities contemplated by the agreement, or in connection with vendor participation in Middletown Uncorked.

In submitting this application, I agree to abide by the event rules and guidelines set up by the event staff, included on the registration form.

Signature

Date

Please mail this registration form with total payment by July 15 to:

Middletown Uncorked
Attn: Megan Bowers
PO Box 111
Middletown, VA 22645

IMPORTANT VENDOR INFORMATION

- **All vendors must register NO LATER THAN July 15, 2012.**
- **\$25 fee for each 10x10 (\$15 for any additional space) area to be submitted with the registration form.**
- **Confirmation, vendor wrist bands for staff and vendor parking passes will be mailed the week of Aug. 1, 2012.**
- **ABSOLUTELY NO PETS ARE ALLOWED ON THE EVENTS GROUNDS, AS THIS IS A PRIVATE RESIDENCE/ESTATE.**
- Set up time begins at 8:00 am. Vendors should check in at the Admissions Tent when they arrive. Vendor wrist bands will be provided based on the number of staff provided on the registration form.
- Vendors will be able to park along Route 11 in front of the estate, to unload. Vendors should plan to bring their own hand trucks, etc., if needed. Vendors should immediately move their vehicles to the vendor parking area, as soon as they're finished unloading.

- You will be directed to your assigned space when you arrive on the grounds.
- Vehicles shall be parked in the reserved parking area no later than 9:30 am. Vendor parking is free-of-charge in the designated parking area. Each vendor will be given TWO parking passes that will allow that vehicle into the reserved vendor parking area.
- Vendors are required to supply their own tent/canopy and all equipment/supplies including tables, table coverings, chairs, display materials, cash containers, and other items necessary to conduct sales. The security and control of cash, receipt boxes, and contents will be the responsibility of each winery.
- This event is held outdoors and will be held **rain or shine**. Please plan displays accordingly.
- Staking into the property's grass is NOT permitted, as this is a private estate/residence.
- The tent and any displays must be weighted, sturdy, safe, and clean.
- No electricity or water is available, please plan accordingly.
- Registration fees are **not** refundable if participation is cancelled within three (3) weeks of the event date.
- Vendors are required to be in compliance with all U.S. and Virginia regulations.
- Vendors are fully responsible for protection of their property and for securing their tents and displays.
- Event staff and vendors will have neon pink wristbands with "Staff" or "Vendor" printed on them.
- Vendors should bring their own signage appropriate to the event table set up.
- Trash containers and trash bags will be provided by the event staff/volunteers. Vendors will be responsible for helping police the ground immediately around their vendor booths to ensure that there are no broken wine glasses or other sharp objects that could cause injury to the attending public. Vendors will also be responsible for leaving their booth space clean, with any trash placed in appropriate containers. All trash must be bagged and brought to the indicated trash areas.
- Teardown begins at 6 pm; vehicles will be allowed to reload their vehicles as quickly as possible at the end of the event and all vehicles should be off the grounds by 7:00 pm.
- Vendors are responsible for their own display in case of loss or damage.
- The Town of Middletown, 4th of July Committee, and the owners of Monte Vista are not responsible for the loss of power or other acts from Mother Nature.
- Any unruly behavior or failure to comply with the stated rules by the vendor or their assistants will mean immediate expulsion from the event and will eliminate the exhibitor from future festivals.
- Utilization of newspaper, posters, celebration brochures, and local television and radio coverage will advertise the event prior to the weekend.
- *We encourage you to promote this event to your customer base.*

EVENT LOCATION

Monte Vista Estate
8183 Valley Pike, Middletown, VA 22645

- **Directions from the North:** I-81 to exit 302 (Middletown); turn right onto Reliance Road. Continue on Reliance Road to Route 11/Main Street. Turn left onto Route 11/Main Street. Continue on Main Street, going through the Town of Middletown. Monte Vista is the large Victorian estate on the left-hand side; across from the Cedar Creek Battlefield and next to Stowe Woodward.
- **Directions from the South:** I-81 to exit 298 (Strasburg); turn left onto Route 11. Continue on Route 11 for approximately 3 miles. Monte Vista will be on the right-hand side; across from the Cedar Creek Battlefield and next to Stowe Woodward.
- **Parking/Unloading:** Vendors should pull in the front of the estate, along Route 11, to unload. Once you have unloaded, you should move immediately to the vendor parking area. You will be directed to your designated spot once you arrive.
- There is an event map on the website, <http://www.middletownfire.com/4thUncorked>.

EVENT STAFF USE ONLY:	Date Received: _____ Payment Received: _____ Vendor's Remote License Submitted: _____
	FOR EVENT: Event Space #: _____ Parking Pass #: _____