



**Vendor Requirements**  
**Rassawek Autumn Festival**  
**October 23 & 24, 2021**  
**at Rassawek Vineyard, Columbia, VA**

**Application Process**

- All vendors must apply each year, including vendors who have participated in previous festivals. Applications are due August 30, 2021.
- Applicants must submit with application a minimum of two (2) color photos of your booth set-up looks like and what you are demonstrating or selling; these will not be returned.
- Completed and signed applications, including the vendor fee.
- The Rassawek Autumn Festival Committee will review the applications and notify you if your application was accepted or not accepted. Once accepted the vendor fee will be processed.
- Each vendor gets +1 entry ticket per day. Any additional staff you require will need to purchase a ticket. Each vendor will receive event day kit with parking information, and event details the week of October 5th.
- Failure to meet vendor fee deadlines may result in forfeiture of booth space.
- **Vendor Fee**  
\$200.00; 10' x 10' space, \$400.00 ; 10' x 20'.\*
- **Food Vendors:** 10' x 10' food vendors will pay \$200 before the show and 10% of their gross sales after the show, if the vendor sells over \$2,000.  
10' x 20' food vendors will pay \$400 before the show and 10% of their gross sales after the show if the vendor sells over \$4,000. The additional 10% if owed will be collected Sunday October 24th, 2021 by a Rassawek employee.
- Cancellation policy: 75% of fee will be refunded if notification is received more than 30 days from event date. Cancellations within 30 days of event will forfeit 100% of the vendor fee.

**Hours/Operations**

Saturday 10am to 6pm; Sunday 11am - 5pm.

**The Autumn Festival goes on rain or shine.**

Set up times:

Friday: October 22nd: 9am-7pm

Saturday: October 23rd: 6am-9am

Sunday: October 24th: 8am-10am

Vendors must be set up and be operational to the public according to times listed on application.

**Application Requirements**

- **All handcrafted items that are for sale must be created by the artist/vendor.** This is a show for artists and craftsmen and not a show for commercialism or dealers. RAF strongly encourages vendors to perform ongoing demonstrations during the Autumn Festival.
- If approved for participation and acceptance, RAF has the right to promote your involvement as necessary but without guarantee.
- Images and artwork submitted in the application maybe used on our website to promote your exhibit. All images will be associated with name of artist or exhibitor.
- Vendors must carry business general liability insurance for their protection. The COI should list Rassawek Autumn Festival, October 23 & 24, 2021 at Rassawek Vineyards 6276 River Road West Columbia VA 23038
- Food vendors are required to have a temporary food establishment application and permit on file for RAF with Goochland County Health Department. If you have questions regarding the health department's requirements, please contact Jeanelle Rogers at 804-556-5843. Download the Temporary food establishment application online.
- Compliance with all local Health Department and Virginia Department of Agriculture and Consumer Services (VDACS) regulations is the responsibility of the vendor.
- Vendors wishing to sell cheese and other dairy products, meats and baked goods must comply with VDACS regulations. Contact the VDACS Food Safety Program at 804.786.3501 for assistance.
- Vendors are responsible for state and federal taxes. For assistance, check out the Virginia Department of Taxation website: [www.tax.virginia.gov](http://www.tax.virginia.gov)
- Vendors may not trade or switch spaces, or set up in any other location.
- The layout of the RAF is subject to change year to year depending on site conditions.
- Drinking alcoholic beverages in your booth is prohibited.
- Although there will be security on Friday and Saturday nights, all fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property, so vendors should obtain their own insurance.
- For the safety of the festival's attendees, all personal vehicles are NOT ALLOWED to move onto or within the site during the hours of 9am-6pm on Saturday and 10am-5pm on Sunday.