

Application Process

- All vendors must apply each year, including vendors who have participated in previous festivals. Applications are due April 28th, 2023.
- 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 Spring Jubilee Committee will review the applications and notify you if your application was accepted or not accepted. Once accepted the vendor fee will be processed.
- Ticket Information: Vendors and their staff are given 4 wrist bands for the general admission entry for the whole weekend. These will be given to you at the time of set-up. If you have more staff, please purchase general admission tickets in advance at rassawek.com. We do not offer a vendor will call at the front gate.
- Each vendor will receive event day kit with parking information through email, and event details the week of May 24th, 2023.
- Failure to meet vendor fee deadlines may result in forfeiture of booth space.

• **Vendor Fee**

VENDOR: \$200.00; 10' x 10' space
\$400.00; 10' x 20' space

• **FOOD VENDOR:** \$200.00; 10' x 10' space
\$300.00; 10'x 15' space & \$400.00; 10'x15' space

- 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 Spring Jubilee goes on rain or shine.

Set up times:

Friday: June 2nd: 9am-7pm

Saturday: June 3rd: 6am-9am

Sunday: June 4th: 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. RSJ strongly encourages vendors to perform ongoing demonstrations during the Spring Jubilee.
- If approved for participation and acceptance, RSJ 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 Spring Jubilee June 3 & 4, 2023 at Rassawek Vineyards 6276 River Road West Columbia VA 23038. Please list additional insured: Joseph E. Liesfeld Jr., JEL Columbia Farm, LLC., Rassawek Vineyards LLC, Rassawek Ventures Inc, and Rassawek Farm LLC.
- Food vendors are required to have a temporary food establishment application and permit on file for RSJ 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
- Vendors may not trade or switch spaces, or set up in any other location.
- The layout of the Spring Jubilee is subject to change year to year depending on site conditions.
- Drinking alcoholic beverages in your booth is prohibited.
- All fixtures and materials left overnight are 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-6:30pm on Saturday and 10am-5:30pm on Sunday.**
- **Vendor Parking:** MORNING Shuttles/golf carts will be running for vendors from 6:00am-9:30am (SAT) & 9:00am-10:30am (SUN). EVENINGS Shuttles/golf carts will be running for vendors from 6:30pm-7:00pm (SAT) & 5:30pm-6:00pm (SUN).