



## Rassawek Autumn Festival Vendor Application October 21 & 22, 2023 at Rassawek Vineyard, Columbia, VA

Please Complete Both Pages and Either:  
Email the Vendor Application and Request an Invoice for Online Payment to  
April@rassawek.com  
or Mail Packet and Check to:  
Rassawek Ventures, 6276 River Road West, Columbia VA 23038

<b>Name:</b>	
<b>Business Name:</b>	
<b>Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Website:</b>	
<b>Mobile Phone:</b>	<b>Email:</b>

<b>Type of Vendor:</b> Vendors set up outside do not have access to power, you will have to supply your own quiet generator.	
Vendor - 10'x10' outside space: \$200	<input type="checkbox"/> Vendor - 10'x10' inside space: \$250
Vendor - 10'x20' outside space: \$400	
Food Vendor-10'x10': \$200	
Food Vendor - 10'x 15' space: \$300 or 10'x20' space: \$400	
Civic Group/Non-Profit Or Other:	

<b>Please initial each item below:</b>	
<i><b>If I am accepted as a vendor,</b></i>	
	I understand that the producers of the Rassawek Autumn Festival will determine my booth's location.
	I understand that no space-sharing or subletting is permitted, nor can I assign the contract to another party.
	I understand that I am responsible for bringing extension cords, ice, potable water, tables, chairs, tent, as needed for your booth.
	If approved, I understand that my booth rental fee cannot be refunded after August 22, 2023
	I will submit 2 or more photos of my booth set-up & the items I plan to sell.
	I will sell only the items listed on my application and approved by the Rassawek Ventures, Inc./Rassawek Autumn Festival If I sell additional items not listed, I will be asked to remove them from display.
	I understand that the festival does not carry insurance to cover my personal property and that I store and display my products and belongings at my own risk.
	I understand that, as an independent contractor, I will be responsible for reporting sales tax directly to the State of VA.
	I have read the Rassawek Ventures, Inc./Rassawek Autumn Festival requirements and agree to abide by them.

RISK AND LIABILITY	
<p>The undersigned (You) agrees that Rassawek Ventures, Inc./Rassawek Autumn Festival is not liable for property damage, bodily injury, theft or loss as a result of the actions or negligence of You or third-parties. You should carry appropriate insurance coverage for you, your employees and volunteers as You deem necessary. You agree to indemnify, defend, and hold free and harmless Rassawek Ventures, Inc., and each of its members, agents, servants, employees, officers, and directors, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs, and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence, activities, and promotions of any nature or otherwise of You, Your agents, servants, or employees, including, but not limited to, claim or claims for bodily injury or death of persons, and for loss of or damage to property. Further, You agree to abide by the guidelines for participation, as listed in the Rassawek Autumn Festival Requirements and all policies and guidelines developed by the Rassawek Ventures, Inc./Rassawek Autumn Festival planning committee. You understand that failure to follow these regulations can mean expulsion from this year's or future festivals.</p>	
<b>SIGNATURE</b>	<b>DATE</b>

<b>Describe what you intend to demonstrate/sell at the Autumn Festival:</b>

<b>Will anyone be assisting you during the Autumn Festival? Yes No</b>
<b>Names:</b>
<b>As a vendor participant, list other festivals/events attended including year and city/state:</b>

**Hours/Operations**

Saturday 10am to 6pm

Sunday 11am - 5pm

**This is a rain or shine event.**

**Set-up Times:**

Friday: October 20: 9am to 7pm

Saturday: October 21 : 6am-9am

Sunday: October 22: 8am-10am

<b>2023 FESTIVAL DATES</b> <b>OCTOBER 21 &amp; 22 2023</b>		<b>Applications are Due August 22, 2023</b> <b>MAIL or EMAIL TO:</b>
	<i>Signed Application</i>	<b>RASSAWEK VENTURES</b> 6276 River Road West Columbia VA 23038  <b>QUESTIONS:</b> Call (804)502-4262 or email: <a href="mailto:april@rassawek.com">april@rassawek.com</a>
	<i>Photographs of booth and products</i>	
	<i>Include Vendor fee payable to: <b>Rassawek Ventures, Inc.</b> or we can email an invoice with a 3% credit card processing fee.</i>	



**Vendor Requirements**  
**Rassawek Autumn Festival**  
October 21 & 22, 2023  
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 22, 2023.
- Applicants must submit with application a minimum of two (2) color photos of what 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.
- Ticket Information: Vendors & their helpers are given free General Admission when arriving for set-up. If you need tickets for helpers arriving later, please purchase them in advance on: rassawek.com.
- Each vendor will receive an event day kit with parking information through email, and event details the week of October 11th, 2023.
- Failure to meet vendor fee deadlines may result in forfeiture of booth space.
- **Vendor Fee:**  
Vendor outside space - 10'x10'=\$200 - 10'x20'=\$400  
Vendor Inside Space - 10' x 10' =\$250  
Food Vendor outside - 10'x10' = \$200 - 10'x 15' = \$300  
10'x20' = \$400.
- 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 20: 9am-7pm

Saturday: October 21: 6am-9am

Sunday: October 22: 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 21 & 22, 2023 at Rassawek Vineyards 6276 River Road West Columbia VA 23038. Please list additional insured: JEL Columbia Farm, LLC., Rassawek Vineyards LLC, Rassawek Ventures Inc, Rassawek Farm LLC, and Joseph E. Lieseld, Jr.
- 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 Autumn Festival 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.