



Warsaw Richmond County  
Chamber of Commerce  
P. O. Box 1141  
Warsaw, VA 22572

Phone: 804-313-2252  
(Phone Messaging)

www.wrccoc.com

**2018 Warsaw Fest Chairman:**

Sara Carroll, WRCC President  
Attn: Warsaw Fest 2018  
P. O. Box 1141  
Warsaw, VA 22572

*Preferable Methods of Contact:*

Email: warsawfest@gmail.com  
Direct Number: 804-832-4307



**Exhibitor Information:**

**WARSAW FEST**

is held annually on the  
Second Saturday of October.

October 13, 2018

9:00 am – 4:00 pm

Grounds of

**WARSAW TOWN PARK**

171 Main Street

Warsaw, VA 22572

**Booth Set-Up:**

Friday: 2:00 pm – 7:00 pm

Saturday: 5:30 am – 8:30 am

Exhibitors Must be Set Up and  
Open for Business by **9:00 am**

All Vehicles Must be removed  
from Event Grounds by **8:30 am**



As Chairman of Warsaw Fest and on behalf of the Warsaw Richmond County Chamber of Commerce, I would like to send a personal invitation to join our annual Fall Event, Warsaw Fest. Warsaw Fest is both a historic event and an enjoyable day that is celebrated by the citizens of the Northern Neck and surrounding areas. It would be our pleasure to have your participation in this year's event.

Warsaw Fest will be held on **Saturday, October 13, 2018 9 a.m. – 4:00 pm** in the **Warsaw Town Park**. In addition to filling the Main Street area with Vendor's/Exhibitors, the day's festivities will include a Baby/Beauty Pageant, Children's Rides & Games, Car & Truck Show, Stage Performances/Entertainment, and a Grand Parade.

There will be two space sizes available for exhibitors: 12x12 and 12x24. We will reserve spaces on a first come, first serve basis with payment made at the time of registration. Online Registration and Payment is available at www.wrccoc.com. You will receive a confirmation notice **via email** when your registration has been accepted. At a later date you will receive more information on your location and further details for the day of the event.

We are very aware of the hard work and dedication it takes just to exhibit your items for display and/or sale at these events. Therefore we have expanded our efforts to spread the promotion of our event to outreach extended communities and areas.

For further information on being a part of Warsaw Fest 2018, please visit us on the web at www.wrccoc.com. We also suggest liking us at Warsaw Richmond County Chamber of Commerce on Facebook and joining the Warsaw Fest Event created for updates and emerging details. If you have any questions, comments, and/or suggestions please do not hesitate to contact me at (804) 313-2252, (804) 832-4307, or email: warsawfest@gmail.com.

I sincerely thank you for your time and appreciate your support of our community.

Sara Carroll  
Warsaw Fest 2018 Chairman

The Warsaw-Richmond County Chamber of Commerce Presents...

# WarsawFest



2018

**Date:** Saturday, October 13, 2018

**Time:** 9:00 am – 4:00 pm (Booths must be ready by 9:00 am)

***\*If you are not present by 8:30 am, you lose your right to that booth space.***

***Last minute emergency contact, phone number is 804-832-4307***

**Location:** Warsaw Town Park, 171 Main Street, Warsaw, VA 22572

1. **SETUP:** Exhibitors may set up their booths on Friday, October 13, 2018 2:00 pm – 7:00 pm, and Saturday, October 14, 2018, between 5:30 am – 8:30 am. Opening Ceremonies begin at 8:45 am with our first events beginning at 9:00 am. Unloading should be through the marked locations. **If exhibitors are not present by 8:30 am, booth space may be reassigned.**
2. **BREAKDOWN:** **Exhibitors must remain open until 4:00 pm.** All booths, displays, tents, and trailers must be removed from the site by 5:00 pm the day of the event. If not, it will be removed at the vendor's expense.
3. **FOOD VENDORS:** **It is the responsibility of all food vendors to obtain Health Permits. Applications must be applied for at least two weeks in advance. Permits must be displayed at all times at the booth. Each booth selling food must provide two trash cans per space rented and removed at the end of the day.**
4. **REFUNDS:** Warsaw Fest will be held RAIN OR SHINE. There will be no refunds.
5. **VEHICLES AND PARKING:** **Vehicles will not be allowed on the event grounds between 8:30 am and 4:00 pm.** In the event of extreme wet weather conditions Exhibitors are requested to park in the Verizon parking lot. **No parking in the park or on the street during the day is allowed.** **Please understand that this is a significant safety matter. Violators will be ticketed and towed at the owners' expense.**
6. **PLACEMENT:** Space is limited. No exclusives will be offered. Booths are assigned on a first-come, first-serve basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber. Spaces can only be guaranteed if payment and registration form has been received by the chamber office. If there is no registration or payment, the space becomes available to any vendor wishing to reserve the space with registration and payment.
7. **TRASH REMOVAL:** Each applicant is responsible for the removal of trash in his/her area at the conclusion of the day.
8. **GENERAL RELEASE:** The exhibitor acknowledges and agrees that the Warsaw-Richmond County Chamber of Commerce is a non-profit business organization and is undertaking the sponsorship of and provision of exhibition space for the benefit of and as a service to its members. Accordingly, the exhibitor agrees to assume, and indemnify the Warsaw-Richmond County Chamber of Commerce and Town of Warsaw and does hereby assume all risks, responsibilities and liabilities to losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling, and removal of exhibits and displays, and, therefore, the Warsaw-Richmond County Chamber of Commerce and Town of Warsaw will have no responsibility.
9. The Chamber reserves the right to deny entrance on the day of the event if the above statement is not honored as presented and prohibits the sale of any item deemed inappropriate.
10. By signing the registration form, you agree to comply with and abide by these rules and regulations.

**Turn in registration form and keep this page for later reference.**

# WarsawFest 2018

**Date:** Saturday, October 13, 2018

**Time:** 9:00 am – 4:00 pm (Booths must be ready by 9:00 am)

*\*If you are not present by 8:30 am, you lose your right to that booth space.*

**Space is limited. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber.**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Website Business Page: \_\_\_\_\_ Do you need Electricity? YES or NO

Product and/or Business Description: \_\_\_\_\_

**Select from the Table below Vendor Type (Column on the Left) and corresponding Booth Size and day(s) that you'd like to participate. Saturday evening event is for OKTOBERFEST. Booth price includes all slots.**

<b>FOOD VENDOR</b>	<b>FRI 10/12</b>	<b>SAT 10/13</b>	<b>SAT P.M.</b>	<b>12 x 12 BOOTH</b>	<b>FRI 10/12</b>	<b>SAT 10/13</b>	<b>SAT P.M.</b>	<b>12 x 24 BOOTH</b>
Professional Food Vendor (For Profit)				\$160.00				\$220.00
Civic Non-Profit/Tax Exempt Food Vendor				\$110.00				\$170.00
Professional <b>Novelty</b> Food Vendor <i>Maximum 2 Food Limit</i>				\$80.00				\$140.00
Civic Non-Profit/Tax Exempt <b>Novelty</b> Food Vendor <i>(Max. 2 Food Limit)</i>				\$60.00				\$120.00
Farmer Selling Produce				\$80.00				\$140.00

<b>GENERAL or CRAFT VENDORS</b>	<b>FRI 10/12</b>	<b>SAT 10/13</b>	<b>12 x 12 BOOTH</b>	<b>FRI 10/12</b>	<b>SAT 10/13</b>	<b>12 x 24 BOOTH</b>
Business / General Exhibitors			\$60.00			\$80.00
Art / Craft / Merchandise Vendors			\$60.00			\$80.00
Political Organizations			\$60.00			\$80.00
Civic Non-Profit/Civic Non-Profit & School Organizations <i>with Merchandise Sales or Donations</i>			\$50.00			\$70.00
Civic Non-Profit & School Organizations <b>*NO SALES ALLOWED*</b>			\$40.00			\$60.00

Signature/Title \_\_\_\_\_

Date \_\_\_\_\_

MAKE CHECKS OR MONEY ORDERS PAYABLE TO WARSAW RICHMOND COUNTY CHAMBER OF COMMERCE AND MAIL WITH THIS FORM TO:  
Warsaw -Richmond County Chamber of Commerce, Attn: Warsaw Fest 2018, P.O. Box 1141, Warsaw, VA 22572