



OCTOBER 23, 2021

Questions? Call 757-654-6361 Email boykins@townofboykinsva.com
 Mail Registration To: Town of Boykins, 18206 Virginia Ave., Boykins, VA 23827

Registration Deadline: October 8th, 2021

Craft, Commercial and Information Vendor Registration Form

The Town of Boykins reserves the right to accept or deny any application.

Business Name/Organization:		
Contact Name(s):		
Mailing Address:		
City/Town	State:	Zip:
Phone Number:	Alternate Phone Number:	Email Address:
Booth Description (Type and Size of Set-up, Tent, Table, Etc.):		

Type of Merchandise You Will Sell or Promotional Literature:		

Number Spaces Required (each space measures 10' x 10')		
Merchandise and/or Literature @ \$35.00 each space = \$		Food Vendor @ \$100.00 each
space = \$		
ALL CHECKS ARE MADE PAYABLE TO: TOWN OF BOYKINS		RETURN CHECK FEE
\$35.00		

BOOTH HOURS: All booths are required to stay open from 10:00 am until 5:00 pm, even if all products are sold. Please DO NOT dismantle your booth until the festival closes! Vehicles will not be permitted back into the festival grounds until 15 minutes after the festival closes for safety reasons. *If you cannot comply with this, you will not be permitted to vend at future events.*

BOOTH SET UP: Please arrive between 8am – 9am. All vehicles need to be cleared of the festival grounds by 9:30. During set-up, unload your vehicle at your space, park your vehicle in the designated area for vendors and then return to your booth for set-up. DO NOT leave your vehicle parked in the festival area while setting up as this hinders other vendors from setting up and unloading. Bring as few vehicles as possible into festival area.

CLEAN UP: At the conclusion of Pumpkin Fest, all tables, equipment and/or trailers must be removed from festival area. Place trash in designated bins.

ELECTRICAL USE: If using electricity, you must bring your own equipment and heavy duty extension cords. Generators must not be so loud they disrupt festival events, activities or guests. Sponsors of this event reserve the right to relocate your booth or shut it down if noise level exceeds an acceptable limit as determined by the Town of Boykins.

RE-STOCKING/SUPPLY RUNS: If you need to restock your booth throughout the festival please be prepared to walk or wheel your supplies in from the designated parking area(s) as **NO VEHICLES WILL BE ALLOWED IN FESTIVAL GROUNDS BETWEEN 9:30 AM AND 5:15 PM.** If you cannot comply with this, you will not be permitted to vend at future events.

SPECIAL NEEDS: If you have any special needs and/ or requirements please contact Festival Chairman at least two weeks prior to Festival date.

Business Name Conditional Use: Registered vendors will be listed on marketing and advertising materials, website, and social media platforms. By submitting this registration form, you are granting the Town of Boykins and the Boykins Pumpkin Fest planning committee permission to use your business name on all marketing and advertising materials, website, and social media platforms. Please make a note at the bottom of this form if you do not wish for the Town of Boykins to use the above business name while promoting Boykins Pumpkin Fest.

I/WE have read the above terms and understand these requirements and agree to abide by them if my application is accepted. No refunds will be issued due to inclement weather and the Town of Boykins will not be held responsible for any damage or losses suffered by participants in this event.

Signature of Vendor

Date

Please send registration form and payment to:

Town of Boykins
18206 Virginia Ave.
Boykins, Virginia 23827