



BOYKINS PUMPKIN FEST

OCTOBER 21, 2023

Questions? Call 757-654-6361

Mail Registration To: Town of Boykins, 18206 Virginia Ave. Boykins,
VA 23827

Registration Deadline: October 10th, 2023

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 the festival area.

CLEAN UP: At the conclusion of Pumpkin Fest, all tables, equipment and/or trailers must be removed from the 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



BOYKINS PUMPKIN FEST

OCTOBER 21, 2023

Dear Potential Vendor:

The Town of Boykins would like to invite you to participate in our Twelfth Annual Boykins Pumpkin Fest. This year's festival will be held on October 21, 2023 from 10 a.m. until 5 p.m.

Vendor spaces will be 10' x 10' (for additional space, multiply vendor space fee by number of spaces required and indicate such on the Vendor Registration Form). Vendors must supply their own tables, chairs, and tents (as applicable). Vendors requiring electricity must provide their own generator (constructed and/or placed in such a way as noise will not distract festival attendees) and/or provide their own alternative source of electricity which must be approved by Boykins Pumpkin Fest Planning Committee. The Town of Boykins reserves the right to remove any items from display which may be deemed obscene or offensive in nature.

Enclosed is a 2023 Boykins Pumpkin Fest Registration Form to reserve your space. We will attempt to honor requests for specific spaces based upon availability and on a first-come, first-served basis.

2023 Boykins Pumpkin Fest will be held rain or shine. There will be **NO REFUNDS OR CREDITS DUE TO INCLEMENT WEATHER.**

The fee to participate is \$35/space for craft/specialty vendors and \$100/space for food vendors. Please make checks payable to the Town of Boykins and return with the enclosed registration form. Due to limited space availability, vendor space cannot be reserved without payment. If you have any questions, please call 757-654-6361.

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Town of Boykins
18206 Virginia Ave.
Boykins, Virginia 23827

We look forward to seeing you at our Twelfth Annual Boykins Pumpkin Fest!

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