



A Celebration of Life Amid the Blue Ridge
October 15-17, 2010

Non-Profit Application

Please complete, sign, and submit this application, payment, and your Certificate of Liability Insurance before May 7, 2010

Contact Name: _____

Non-Profit Organization: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____

Date(s) and Hours of Participation: _____

Booth Space Requested: Yes No Space Requirement: _____

Electric Requested (\$5 fee): Yes No Voltage Requirement: _____

***Number of Parking Passes Requested:** _____

Description of Activity: _____

On behalf of our participating non-profit organization, I certify that the information furnished on the application is true, to the best of my knowledge, and represents the description of activity to be represented at the Shenandoah Valley Hot Air Balloon, Wine & Music Festival. I further agree that any items deemed inappropriate by the organizers of the event will be removed from the sales area, and that I will adhere strictly to the rules, conditions, and guidelines of the Festival.

I acknowledge that the fee associated with participating in the Festival is \$10 for non-profit organizations and have enclosed payment, made payable to Long Branch.

Also, on behalf of our participating non-profit organization, I hereby hold harmless/release the Festival, LONG BRANCH *Historic House and Farm*, their agents, and/or employees, of any and all liability for damage, costs, injury or loss to any person or goods from any cause whatsoever, and further agree to indemnify the Festival against any and all claims for damage, injury, or loss arising out of or in connection with the use of the space or grounds in this Festival or the display and/or sale of any merchandise by it. I understand that Long Branch is also a non-profit and our \$10 payment supports your good work in Clarke County and the surrounding area.

Signature: _____ Date: _____

Please read and follow the enclosed guidelines carefully.

LONG BRANCH *Historic House and Farm*
PO Box 241
Millwood, VA 22646
Phone: 540.837.1856
Fax: 540.837.2289
Email: angie@historiclongbranch.com
www.historiclongbranch.com

Please initial each bullet and return one copy with each application

- **Deadline:** Deadline for applications is May 7, 2010. _____
- **Payment and Certificate of Liability Insurance:** A payment of \$10 must accompany your application. It is required for each accepted participant to provide a Certificate of Liability Insurance in the amount of no less than \$1,000,000 per occurrence provided to Long Branch with your application. All Certificates of Liability Insurance must name Long Branch/Shenandoah Valley Hot Air Balloon, Wine & Music Festival as additional insured for all days that the participant will be onsite at the event (including set up). The participant's issuing insurance company must have no less than a B+ rating by A.M. Best. Coverage must be obtained at the participant's own cost. **Your application will not be considered without payment and the Certificate of Liability insurance.** _____
- **Acceptance:** Notification of acceptance or non-acceptance will be mailed by June 4, 2010. The committee reserves the right to refuse any exhibitor application. Rejected applicant's booth space fee will be refunded. An accepted application with payment is a commitment to the Festival and **no refunds will be issued.** _____
- **Booth Space:** All spaces are located in grassy areas. The committee will try to accommodate special requests for space locations; **however, requests are not guaranteed.** _____
- **Equipment:** Exhibitors are responsible for providing their own tent and all equipment/supplies including tables, chairs, display materials, etc. and are liable for delivery, handling, erection and removal of displays and materials. Those applicants requiring Long Branch staff to receive in your tent and other equipment is subject to a \$25 set-up fee. Prior notification of the delivery and payment must be provided a week before set-up or set-up will not be permitted. _____
- **Taxes/Licenses:** All exhibitors are responsible for collecting and reporting Virginia sales tax and any other taxes associated with their sales. Each exhibitor must secure an annual Clarke County Business License. An application and fee payment information will be provided. **The application/fee is due in the Commissioner's office before August 27, 2010.** For more information, contact the Commissioner of the Revenue Clarke County at 540.955.5186. _____
- **Hours:** **THE FESTIVAL HOURS HAVE BEEN EXTENDED ON FRIDAY TO GATES OPENING AT 1 PM AND CLOSING AT 8 PM.** Booths are permitted, but not required, to open Friday at no additional charge. Booths must be open and staffed at all time Saturday and Sunday from 9 am to 5:30 pm and may open as early as 7 am. **Booth setup must be completed during/by the following hours: Thursday: 9 am – 5 pm, Friday: 9 am to noon, and Saturday: 6 am to 7 am.** Anyone arriving late, leaving before closing, breaking down during show hours or entering show grounds without Festival organizers consent will be refused entrance to the grounds and future Festivals. **For insurance and safety purpose you may not be able to enter or leave festival grounds until gates are closed and Sheriff Department have grounds cleared of ALL pedestrians.** _____
- **Parking and Traffic:** Parking and traffic is not permitted in any show area after noon on Friday and after 7 am on Saturday and Sunday. Vehicles must be moved to participant parking lots immediately following unloading of merchandise and/or the above specified times. **TRAFFIC IS NOT PERMITTED IN THE SHOW AREA UNLESS AUTHORIZED BY FESTIVAL STAFF OR LAW ENFORCEMENT DUE TO PEDESTRIAN TRAFFIC. ACCESS TO SHOW AREA MAY BE DELAYED UNTIL AFTER 7 pm. PEDESTRIAN SAFETY MUST BE THE PRIORITY.** Close access is provided to areas for unloading/loading and must be planned around specified hours. It is highly recommended that all exhibitors break down and pack up items before bringing vehicles into the show area at the conclusion of the event. **Vehicles remaining in the show area or non-designated parking areas during Festival hours will be towed at the owner's risk and expense. Participant parking will be located in the South lot (Gate #3). Please be aware that this is approximately one quarter mile from the main Festival grounds. If loading/unloading is necessary during Festival hours, participants must transport by hand or dolly.** _____
- **Parking Passes:** Each accepted non-profit applicant will receive the number of parking passes requested on their application to obtain entry into the Festival. ***If more passes are needed after the receipt of the original number of requested parking passes, they are available at \$3 each.** _____
- **Exhibits:** They should be in keeping with the overall family-oriented event theme and all items displayed must be for sale. Exhibitors may only display/sell items approved and specified on application. Exhibitors may not transfer, let,

sublet, share, or sell their contracted space. Relocating/extending assigned space is prohibited without consent of Festival organizers. No solicitation by applicant/associates, or by the non-profit groups may be made outside assigned booth space. Participants are responsible for keeping their area and displays neat and clean during show hours, including clean up at the conclusion of the show daily. _____

- **Application:** Every applicant must sign and return the attached application (along with payment and a Certificate of Liability Insurance). The Festival will require removal of work considered to be in violation of these conditions and reserves the right to make final interpretation of all conditions. All applicants must complete in full and sign the application form, binding themselves to the agreements and conditions contained herein. _____

- **Festival Packet:** Those applicants accepted into the Festival will receive a vendor packet the first week of October. This packet includes directions, area hotels, a map of the Festival grounds, and your parking passes. You will be notified of your booth location upon arrival. _____

- **DATE CHANGE:** Please be advised that the dates for the **2011 Hot Air Balloon, Wine and Music Festival** will be September 23, 24 and 25, 2011. _____

I understand that traffic is not permitted in the show area unless authorized by staff or a member of law enforcement.

Signature

Date

PLEASE PRINT NAME