

# VENDOR APPLICATION

## 2018 Gum Springs Community Day

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The Annual Gum Springs Community Day will be held on Saturday, June 16, 2018 from 1:00 p.m. until 6:00 p.m. in the Martin Luther King, Jr. Community Park, 8115 Fordson Road, Alexandria, VA 22306.

The atmosphere is lively with music, demonstrations, children's activities and other fun filled and informational activities. The event is free and open to the public.

### I. VENDOR APPLICATION

Open to vendors selling or displaying products or services of interest to the general public. All applications are subject to approval by the New Gum Springs Civic Association (NGSCA).

**The following information is required. Omission of the requested information may delay or disapprove your application.**

<b>Company Name</b>	
<b>Mailing Address</b>	
<b>City, State, Zip</b>	
<b>Telephone</b>	
<b>Contact Person</b>	
<b>Cell Telephone</b>	
<b>E-mail Address</b>	
<b>Website</b>	

**Have you participated as a previous vendor for Gum Springs Community Day?**

**Describe product or service that will be sold/displayed in your space:**

Special Notes:

## II. Vendor Specifications

- a) Outdoor display area will be in the open area between the park and softball field rain or shine. Vendors must be prepared for sun, wind, rain and insects.
- b) The outdoor display area for each vendor measures approximately 10'x12', which includes a 6' rectangular table that will be provided to the Vendor as a part of the vendor fee. The Vendor may also use his/her own display table and/or canopy. Only one display table per Vendor to include any table provided as a part of the vendor fee unless the vendor purchases more than one area.
- c) Vendor supplies all set-up materials in addition to the one table provided by the Civic Association such as tent, tables, chairs, etc.
- d) No electrical or water hook-ups are available. No generators are allowed.
- e) All vendors must stay for the duration of the event. On June 16<sup>th</sup>, vendors may set-up beginning at 10:00 a.m. and start breaking down and loading at 5:00 p.m.

## III. Vendor Rules and Information

- a) Sell only items listed that are approved on this application. The Civic Association reserves the right to ask for removal of any items not previously approved.
- b) No exclusives are granted. However, in order for Community Day to maintain its general theme, product quality and variety, the repetition of like products will be limited. If your items are not accepted, the application fee will be returned.
- c) When two vendors share one space with two unrelated products, each exhibitor must pay the vendor application fee. A two-person team producing a single product may qualify as a single exhibitor. Please explain the finished product in your narrative.
- d) Accept location assigned. Locations will be on a first-paid, first-served basis.
- e) No part of your set-up may extend beyond your allotted purchased space. This includes your tent tie down, canopies, etc.
- f) Each vendor is responsible for their own trash. Please leave your space as you found it.
- g) You may not use a microphone, radio, or sound device at any vendor area without prior approval from the Civic Association.
- h) No vehicles may be parked on the grounds or in the cul-de-sac. You are required to use the parking lot in front of the Community Center or swimming pool. No parking where "No Parking" signs are posted.
- i) Obscene material in any form, firearms and weapons are strictly prohibited.
- j) The Civic Association is not responsible for loss or damage, or for items left overnight.
- k) Deadline for entry is when the number of available tables is sold. Register early as tables are limited.
- l) NO REFUNDS for any reason, including cancellations, inclement weather or acts of God.
- m) When any rule is violated, the Civic Association reserves the right to ask the offending vendor to leave the event or remove said offense or violation. All fees will be forfeited.
- n) Additional information concerning set-up procedures may be directed to the Civic Association.
- o) *Vendors who are not on the authorized vendor list or do not complete and submit a vendor application for review and approval by the President of the Civic Association will not be allowed to setup. The vendor application is for the protection of the vendor, clients and organizers of Gum Springs Community Day.*

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#### IV. Vendor Fees

\$25.00 per 10'x12' space – one table and 2-chairs provided for your use by the Civic Association

Number of vendor spaces desired: \_\_\_\_\_ Total payment amount: \$ \_\_\_\_\_

Make checks or money orders payable to New Gum Springs Civic Association (NGSCA) or pay online. **No checks or money orders will be accepted after May 15<sup>th</sup>.** Mail vendor application with payment to: New Gum Springs Civic Association, 8100 Fordson Road, Alexandria, VA 22306

Or complete and submit an application on-line via the Civic Association’s website (www.ngsca.org) and mail check within 1-day of on-line submission, if payment is not made online.

**Note: If check is not received within 3-days of on-line submission, application will automatically be rejected.**

Questions may be directed to: [president@ngsca.org](mailto:president@ngsca.org).

We recommend making a copy of this application for your files.

#### V. Agreement of all rules and conditions

*In signing this application, I agree to abide by all rules and conditions of the 2018 Gum Springs Community Day and release and forever discharge from any liability the New Gum Springs Civic Association (NGSCA), event organizers, its sponsors, and their affiliated companies, officers, agents and employees. I will not hold the NGSCA or event organizers responsible for loss due to damage or theft. I understand that the above event in no way guarantees any return or benefits. I understand these rules and regulations and agree to all the terms of this vendor agreement.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

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#### FOR USE BY CIVIC ASSOCIATION ONLY

- Application received: \_\_\_\_\_ (Date & Initials)       mailed       on-line
- Application approved: \_\_\_\_\_ (Date & Initials)
- Application disapproved: \_\_\_\_\_ (Date & Initials)

Reason for disapproval:

Vendor notified: \_\_\_\_\_

Check received: \_\_\_\_\_

Notes:

Final action by Civic Association President: \_\_\_\_\_