

## VENDOR LICENSE

Agreed Between \_\_\_\_\_ (Vendor)

and **The Virginia Gold Cup Association** (VGCA)

for **The International Gold Cup Races** (EVENT)

to be held on **October 28, 2017** (Date)

### PURPOSE

This License issued to Vendor is to assure that the general public receives excellence in service and merchandise quality, and that these services and the quality of goods sold are fully consistent with standards of VGCA and of The Meadow Outdoors Foundation (MOF) for activities at Great Meadow.

### PAYMENT

Full payment is enclosed herewith in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ Vendor location(s) at the non-refundable License Fee of **\$700 for Members Hill** and/or **\$550 for either North or South (please specify preference) General Admission areas**. The race will run rain or shine. No refunds of vendor fees will be made. This License must be submitted to VGCA for approval by **September 8, 2017**.

### SPECIFIC LICENSE PROVISIONS

**1. Licenses And Permits** - Vendor is required to obtain a Fauquier County Business License through Commissioner of Revenue, 40 Culpeper Street, Warrenton, VA 20186 or call (540) 422-8166 where applicable. It will be the responsibility of the Vendor to contact the County to determine if a business license is required for their booth. Vendor is solely responsible for the collection and payment of any applicable State and local taxes. Vendor is also required to submit a Certificate of Liability Insurance with the Vendor License naming the Virginia Gold Cup Association as an additionally insured party.

**2. Sales Stand and Signage** - a 15' x 15' tent with one 8' table and two chairs will be provided by VGCA for vendors. Location will be assigned at the sole discretion of VGCA to maximize the effectiveness of vendor participation, pedestrian flow and layout of the event. VGCA will provide a standard sign with the name of your company to identify your tent. Any other signage must be placed inside the tent and must be clean and freshly painted and may not be over 7' tall X 12' long. If tables are used, floor length coverings are required. All items available for sale must be prominently listed with prices for public viewing. Public solicitation, leafleting, political demonstrations, political solicitation, public advancement of any cause, for or against, including signage is strictly prohibited and forbidden. Vendors will not use any live or recorded musical entertainment, or electrical generator. If additional tables and chairs are required, vendors may bring their own or order for onsite delivery via Capital Party Rentals, VGCA official equipment provider, at (703) 661-8290 by October 12, 2016.

**3. Employee Clothing and Courtesy** - Vendor will see that all employees wear neat, clean and appropriate clothing, and assure that all employees will use every courtesy to guests (i.e., "yes sir", "thank you", etc.) Hawking is **not** permitted. Vendors understand that conduct infringing upon neighboring vendors or the rights of others is prohibited.

**4. Supervisor** - Vendor will provide to VGCA the name of the person in charge of each stand **and a valid, working CELL PHONE number**. The Executive Director of VGCA retains the right to check on any stand at any time to ensure compliance with provisions of this License.

5. **Merchandise Items** - Vendor **will supply VGCA** with a general **list of merchandise** and prices **at least twenty (20) days prior** to EVENT date. VGCA have the absolute right and authority to reject any merchandise items from coming on the grounds if unsuitable to EVENT, VGCA standards.

6. **Glass** - Vendor agrees to carefully display any easily breakable items (i.e., crystal, pottery, etc.) to eliminate the possibility of breakage and agrees to wrap all items at time of sale to protect during transport.

7. **Trash** - Vendor will supply trash bags for management of Vendor's litter, and be responsible for removing from grounds at the end of the day.

8. **Setup and Breakdown** – Tents will be ready for advance preparation on Friday, October 27 at 12:00 Noon. Overnight security will be provided by VGCA. However, VGCA will not be responsible for stolen or missing items left overnight. Vehicles displaying a Service Car pass are permitted at tent locations between 6:00AM and 9:00AM on race day. Vehicles will have to be moved by 9:00AM to the service vehicle location. PLEASE READ THE BACK OF YOUR TICKET FOR INSTRUCTIONS AND ANY CHANGES. All materials must be removed no later than 6:30pm on EVENT date. Members will not remove chairs, tables or other property rented through VGCA contractors from the grounds. No shavings or flooring should be used by the vendor.

9. **Inspection** - At end of EVENT, each area may be inspected to insure that area is not damaged and is fully cleaned up.

10. **Tickets** - Members Hill Vendors will receive one Members Hill Service Car Pass, one Members Hill car pass and four vendor ribbons. General Admission Vendors will receive one Service Car parking pass and either a North or South General Car pass and four vendor ribbons. Vendors may purchase additional general admission car passes, service vehicle passes and Members Hill badges at a 15% discount for vendor and vendor staff working the event. Improper use of discount to purchase tickets for non-vendor related use will result in revocation of license by the VGCA.

11. **Liability** - Vendor is hereby notified and understands that the VGCA and landowner are not responsible for items lost or stolen or damaged while Vendor is on site. Vendor, VGCA herewith release and hold each other harmless from any liability whatsoever for death, injury, damage or loss of materials and property.

12. **Violation** of any of these specific policy standards will subject Vendor to fine, liability for damages, and/or temporary or permanent loss of right to a future license by VGCA.

**AGREED FOR EVENT**

\_\_\_\_\_ Date \_\_\_\_\_  
Sarah B. Robb

**APPROVED FOR VENDOR**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PRINT NAME AND TITLE**

\_\_\_\_\_  
Name of Business as to appear on Vendor Sign

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

cc: Vendor  
VGCA