



# 2018 Vendor Space Application

September 15<sup>th</sup>, 2018 at the Lake Anna State Park from 11 a.m. to 5 p.m.

## Wine By The Lake

Travel Lake Anna  
84 Renfrew Circle  
Mineral, VA 23117

WineByTheLake.com  
info@WineByTheLake.com

*Be Sure to Complete This Application & Print Clearly  
Uncompleted Application and or Unreadable Applications Will NOT be Processed.  
Payment Needs to be Submitted With This Application*

Business Name	Primary Contact
Address	City/State/Zip
Telephone	Cell Phone
Email Address	Website Address

Description of items being sold

Payment Enclosed for Vendor Rental Space: \$  \$150.00

(We accept checks\*, cash and credit cards\*\*. Payment needs to be made with the submittal of this application. We will not process applications until we have received payment.)

**\* All checks must be made out to Travel Lake Anna**

**\*\*Credit Cards can be used to pay for your Vendor Rental Space, and must be done so on our website:  
[www.lakeannawinefest.com/vendors/payment.php](http://www.lakeannawinefest.com/vendors/payment.php)**

Payment by Credit Card:  Check  Visa  Master Card  Cash

Credit Card Number	Expiration	Billing Zip Code	CVC#
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By submitting this application, I affirm that the facts set forth in it are true and complete. I also affirm that I am authorized to sign this application on behalf of the above named business. I understand that if I am accepted as a vendor, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. By signing this agreement, you (vendor) agree to all terms in our policies below.

Signature	Date
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Completed Application and Payment can be emailed to [info@winebythelake.com](mailto:info@winebythelake.com) or mailed to:

Travel Lake Anna  
Wine By The Lake Wine Festival  
84 Renfrew Circle  
Mineral, VA 23117

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## 2018 Wine By The Lake Terms & Conditions

**Assignments and Setup:** Booths are 10'x10' unless otherwise specified and the location will be available upon check-in, or the week prior the event.

**Check In:** 12pm – 4pm Friday, before the event  
7am – 10am Saturday, day of the event

**Booth Space and Location:** The location of your booth will be determined by the Wine By The Lake coordinators and may only be changed the day of the event if there are open booth spaces to move to. Vendor also agrees to conduct all business within the leased space and not commit any acts that in anyway infringe the ability of other vendors to conduct their business.

**Occupation of Booth:** The vendor booth that is leased must be occupied at all times during the event

**Booth Equipment and Electricity:** The lease of the booth for vendors only includes the 10'x10' space. If the vendor wishes to bring tents, chairs and tables, they may do so at their own expense. These items will not be supplied to vendors. Electricity will not be supplied to vendor areas.

**Setup:** Vendors may setup their booths the day prior to the event, Friday, from 12pm – 4pm or the morning of the event from 7am – 10am. It is recommended to setup the day prior to the event to avoid a rush the morning of the event.

**Take Down:** Vendors can start to take down their booth at the end of the event, 5pm. Vendors are not allowed to leave the event before the end of the event. Vehicles that are used for promotional purposes or trailers used for food services may not be moved until the end of the event and the all attendees have been cleared.

**Booth Clean Up:** Vendors are responsible for the clean up of trash and vendor equipment in the booth space. Booth setups need to be taken down by and cleaned up by 6pm on the day of the event. A cleanup fee of \$100 will be assessed if the booth space is not cleaned up after the completion of the event.

**Parking:** Parking for vendors is permitted in designated areas only.

**Sales Tax:** The vendor is responsible for the collection of Virginia Sales Tax on any sales transaction during the event.

**Refunds:** Refunds will only be given if cancellation occurs prior to 60 days out of the event. No refunds will be given if within 60 days of the event unless suitable replacement is found. There is a \$5 nonrefundable fee for any refunds.

**Rain:** Wine By The Lake is a rain or shine event. There is no rain date so be prepared for any type of weather. No refunds will be given because of the weather.