



Amelia Day Festival

Saturday, May 13, 2023

Non-Food Vendor

Dear Non-Profit, Crafter or Independent Consultant Vendor:

Amelia Day 2023 is Saturday, May 13 from 9:30 a.m. to 3:00 p.m. on and around the Courthouse Square. You're receiving this letter because you expressed interest in setting up a Non-Profit, Crafter or Independent Consultant booth at the event.

Food: If you want to sell food at your booth, **PLEASE do not use this form or the Non-Food Vendor Registration Application.** Food Vendor Registration forms are available on the website, www.ameliadayfestival.org or contact Lee Kern via e-mail lee.kerna101@icloud.com.

Fee: The Early Bird fee is \$40 for Non-Profit Organizations, Crafters and Independent Consultants that return registration forms with payment by March 31, 2023.

After March 31, the fee goes up to \$60 for Non-Profit Organizations and \$70 for Crafters and Independent Consultants so don't delay. Make checks payable to: "Amelia Day Committee,"

Please complete and mail registration application and checks to: **The Amelia Day Committee, ATTN: Mary Ann Griles, P.O. Box 663, Amelia, VA 23002**

Space: The booth space is 12 x 12 feet.

Location: We will email you booth map and your booth number. We cannot guarantee locations on the square, you may make requests, which we will try to honor. Non-Food booths are assigned on a first-come, first-served basis.

Equipment: No electricity is available. Only quiet (Honda or similar) generators will only be allowed, and must be approved by Amelia Day Festival Committee prior to use, as the noise with other generator(s) can interfere with the on-stage entertainment. If shade is essential, organizations should bring their own canopies, tents or umbrellas. Please bring the necessary equipment to anchor anything that you may bring. Organizations must supply their tables and chairs. Please be sure that everything you bring will fit into your assigned 12x12 foot space as anyone who invades another vendor's space may be asked to leave.

Time: Set up is from 7 a.m. until 9 a.m. Times will be staggered based on where your booth is located as per the Set Up Letter you should receive just prior to Amelia Day. You may drive around the square during this time to drop off your equipment, but all cars must be off the square by 9 a.m. Take down is after 3 p.m. Only after 3 p.m., when the streets are re-opened, will you be allowed to drive around the square.

Weather: **There is no rain date for this event in the event of inclement weather. Advance cancellation will be aired on local TV and/or radio and announced on the committee's Facebook pages.**

Procedures: We understand that you want a booth because you are passionate about your cause or event, craft or product, but we ask that you stay with your booth and not wander the crowd with literature. We have had past complaints about aggressive solicitation.

Important: Please be advised any potential insurance risk is subject to your own personal insurance coverage. To insure proper coverage and mitigate any potential risks to you, please contact your personal insurance agent. If you have insurance please provide a certificate of insurance. All Non-Food Vendor booths are assigned on a first-come, first-served basis. If you have any questions, please call Mary Anne Griles at 804-561-2530, or e-mail momgriles@aol.com. Thank you for your interest, and we hope to see you at Amelia Day!



Amelia Day Festival Saturday, May 13, 2023

Non-Food Vendor Registration

Dear Crafter, Independent Consultant or Non-Profit Vendor:

Below is the vendor registration information for Amelia Day 2022 to be held on and around the Amelia County Courthouse Square on Saturday, May 13. This is the 38th year of the festival and it is normally held on the Saturday before Mother's Day. Vendor set-up begins at 7 a.m. to 9 a.m. Note: all Roads coming in and out of Courthouse Square will be closed at 9 a.m. Please note if you have a special request (i.e. you want a particular spot, etc.), these will be accommodated on a first-come, first-served basis. Also, if you will be selling or giving away ANY type of food or beverage, you must use the Food Vendor Registration form, also located on our website, www.ameliadayfestival.org or Contact: Lee Kern via email lee.kerna101@icloud.com

Please Note: Early bird registrations must be received by March 31, 2023. No registrations will be accepted after May 12, 2023.

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Type of item(s) sold or information distributed: _____

Advertising wanted? Yes No

*The Amelia Day Committee offers your crafter spot identified on the full-page advertisement in **The Amelia Bulletin Monitor** and you will be identified in **Red** on the map on the Amelia Day signs that will be on display the day of the event for an additional charge of \$10. If you would like to purchase any additional advertising prior to Amelia Day, please contact **The Amelia Bulletin Monitor** at (804) 561-3655 or contactus@ameliamonitor.com prior to Monday, May 8.*

Special Request/Comment: _____

Fees

12' x 12' Space Fee:

\$40 (if received by March 31, 2023)

Total Enclosed: _____

\$60 (For Non-Profit Vendors, if received after March 31, 2023)

\$70 (For Profit Vendors, if received after March 31, 2023)

\$10 – Advertising Fee

Checks and money orders should be made to **The Amelia Day Committee**. All forms should be mailed to **The Amelia Day Committee, P.O. Box 663, Amelia, VA 23002**. Any questions or for more information, contact Mary Anne Griles at (804) 561-2530 or momgriles@aol.com. **There are NO REFUNDS after payment is received.**

IMPORTANT: Please be advised any potential insurance risk is subject to your own personal insurance coverage. To insure proper coverage and mitigate any potential risks to you, please contact your personal insurance agent. If you have insurance please supply a certificate of insurance.

www.ameliadayfestival.org