



Lux Events' Denbigh Market Day Festival

*Thank You for your interest in being an Exhibitor or Retail Vendor at
Lux Events Denbigh Market Day Festival!*

ABOUT THE EVENT:

Take part in the 1st Annual Denbigh Market Day Festival. The Market Day Festival will attract over 1,000 attendees. The festival is aimed at bringing community together while showing support for local businesses and organizations.

HOW TO PARTICIPATE:

- * Complete the attached application and submit it via email to luxeeventsva@gmail.com
- * Pay the Participation Fee (\$15 for Exhibitors, \$25 for Retail Vendors) Invoice will be emailed to you in a separate email by our merchant to the email provided on the application and due within 5 days to confirm your space. (If payment is NOT received, your invoice will be canceled and your space offered to the next applicant)
- * Provide us with your logo and/or link to your Facebook/Twitter/Instagram so that we can advertise your participation on our website and our social media pages.
- * **Monday, October 11, 2021**, check your email for your assigned vendor space number along with an outline map of the event and any additional details.

DENBIGH MARKET DAY FESTIVAL INFORMATION:

Date: Saturday, October 16, 2021

Time: 12:00pm-6:00pm

Location: Centura College

616 Denbigh Blvd

Newport News, VA 23608

Admission Cost: \$5 per person ages 13 & up for General Admittance (12p-6p) Children 12 & under free. Festival Parking is Free.

Door Prize: If you provide a raffle prize, you will receive \$5 off your participation fee. You must put an "X" on the Vendor Rates Form and complete the attached Door Prize Submission Form.



COVID-19 GUIDELINES

1.

Reservation - Based Admission

To help manage capacity, all attendees are required to purchase and present tickets upon entry.

2.

Temperature Screening

Attendees must undergo and pass temperature screening before entering the event.

3.

Face Coverings

Face coverings will be required for guests ages 5 and up in certain designated areas of the event (ex: event entrance, retail areas, food areas, etc) Face coverings will **NOT** be required in the eating area.

4.

Increased Sanitation

Restrooms, hand sanitizer and disinfectant wipe stations, as well as a cleaning team will be on hand to sanitize and clean tables, surfaces, etc. throughout the festival.



Lux Events Denbigh Market Day Festival

Date: Saturday, October 16th, 2021 Time: 12pm - 6pm
Location: Centura College, 616 Denbigh Blvd, Newport News, VA 23608
www.luxeventsva.com/denbighmarketday

Exhibitor and Retail Vendor Application

Thank you for your interest in being an exhibitor or retail vendor at Lux Events' 1st Annual Denbigh Market Day Festival. Complete the application below in its entirety.

PLEASE PRINT

NAME OF BUSINESS: _____
DOING BUSINESS AS IF DIFFERENT: _____
CONTACT NAME: _____ FED ID# _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: () _____ CELL: () _____
EMAIL: _____ FAX: () _____
YOUR WEB SITE (if any) _____

FACEBOOK www.facebook.com/_____

TWITTER @_____ **INSTAGRAM** @_____

PRODUCTS: *(Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once contract is signed, you may not display or sell additional items without the Festival Director's approval)*

Will you be selling clothing or accessories? _____

Please list events, fairs, and/or festivals you have participated or been associated with (if applicable):

- 1 _____
- 2 _____
- 3 _____

The applicant understands that this is a signed agreement of participation as an exhibitor or vendor:
"I certify that this information is complete and true to the best of my knowledge."

Signature of Applicant _____ **Date** _____

Comments about your space, if any:

2021 EXHIBITOR & RETAIL VENDOR RATE



SPACE

(Please indicate your choice with an "X" beside the tent space)

Exhibitor & Retail Vendor Space

Reach attendees directly by displaying your products and generating on site sales.

10' x 10' space. Each exhibitor or vendor must provide their own signage, table (s), tent, and chairs.

Exhibitor Space Participation Fee (for exhibitors looking to display their products or services only-no direct sales of merchandise, products, or services or any on-site collection of payments)

_____ **\$15**

Retail Vendor Participation Fee (for direct sellers and retailers looking to sell their product or merchandise directly to attendees- will be collecting payments on-site)

_____ **\$25**

SUBTOTAL: \$ _____

ALL FEES ARE NON-REFUNDABLE & BINDING.

_____ **"X" THIS BOX IF YOU ARE DONATING A RAFFLE PRIZE TO RECEIVE \$5.00 OFF FEE**

Hold Harmless Agreement

Please Check:

- I have read and agree to abide by all of Lux Events LLC's Denbigh Market Day Festival policies and procedures.

- I, _____, agree that Centura College and Lux Events, LLC, and their respective officers, employees, contractors, agents and consultants are not liable for any bodily injury to include death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation at Lux Events Denbigh Market Day Festival whether such injury, theft or damage occurred prior, during, or after the Denbigh Market Day Festival. The above named exhibitor or vendor further agrees to indemnify, defend and hold harmless Centura College and Lux Events, LLC and their respective officers, employees, contractors, agents and consultants for and against any claims for such bodily injury to include death, theft or damage, including attorney fees.

- I understand that it is required that I carry my own general liability and product liability insurance, as this coverage is not provided.

- I understand that the event hours are from 12:00p.m.- 6:00p.m. and exhibitors and vendors are **expected to stay until the conclusion of the event.**

Mail the following to: Lux Events, P.O. Box 14493, Newport News, VA 23608

Or via E-Mail to: luxeventsva@gmail.com (can take a photo-must be clear)

- Signed Application

- Hold Harmless Agreement

Signature of applicant:

Date:



Raffle Prize Submission Form

Name of Business: _____

Contact Name: _____ **Phone:** () _____ - _____

Email: _____ @ _____ . _____

Choose an option below:

___ : *I wish to give a product for a door prize*

___ : *I wish to give a gift certificate for a door prize*

___ : *I wish to give a product and gift certificate as a door prize*

Description of the door prize (ie: I wish to give a gift basket and \$20 gift certificate offer)

By signing, I agree upon submission of this form that I am agreeing to provide a product and/or gift certificate for exclusive use by Lux Events LLC as a raffle prize for the 1st Annual Denbigh Market Day Festival agrees to provide said item(s) at the request of the contact as indicated on this submission form on behalf of said company or organization and said company or organization represents that their product is new and safe and/or the gift certificate is valid for customer use during or after the event (minimum of thirty days – expiration 11/16/21)

Contact Signature

Date (MM/DD/YYYY)

2021 Policies and Procedures

OPERATING HOURS

Lux Events Denbigh Market Day Festival will be held on Saturday, October 16th, 2021. The Denbigh Market Day Festival will operate from 12:00pm to 6:00pm.

LOCATION

The Festival will be held at Centura College located at 616 Denbigh Blvd., Newport News, VA 23608.

FESTIVAL DIRECTOR

The Festival Director, Shannon Combs, will be on-site at the event during operation. If questions and/or problems arise on the day of they will be resolved by her.

PROHIBITED

- ❖ Re-selling of purchased items is strictly prohibited.
- ❖ Sale of manufactured, used, or imported goods is not permitted.
- ❖ Value-added products are permitted for sale if approval is received by the Festival Director.

APPLICATION AND FEES

- ❖ Exhibitors and Vendors must submit this Application and Hold Harmless Agreement to the Festival Director before participating as an exhibitor or vendor. The Application documents product origination. The Hold Harmless Agreement conveys that the exhibitor or vendor will hold Centura College and Lux Events, LLC and their respective officers, employees, agents, contractors and consultants harmless against any claims for bodily injury to include death, theft or damage, including attorney fees in connection with their participation at Lux Events Denbigh Market Day Festival.
- ❖ The non-refundable space fee will be sent in a separate email via invoice from our merchant to the email provided on the application and will reserve 10x10 space to participate as an exhibitor or retail vendor.
- ❖ Vendors & Exhibitors may sell/exhibit only from the space assigned by the Festival Director. The space is a 10' x 10' area. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic or space allocations for other exhibitors or vendors.
- ❖ Exhibitors and Vendors must provide any additional equipment needed for business at the festival (ie: credit card processor, generator, etc). The Festival Director is not responsible for providing Exhibitors & Vendors with equipment, and set-up/breakdown support.

RULES AND REGULATIONS

- ❖ Each exhibitor or vendor must abide by all state and federal regulations which govern the production, preparation, preservation, labeling and safety of products and offered for sale. Exhibitors and Vendors are liable for their own products and services.
- ❖ Exhibitors and Vendors are responsible at all times for the cleanliness within their allotted space. Each exhibitor or vendor will be required to leave the space clean at the end of the event. Each exhibitor or vendor is asked to properly dispose of their trash in the provided trash receptacles.
- ❖ Use or possession of alcoholic beverages or illegal drugs is strictly prohibited. Accidents or injuries at the event must be reported to Event Staff
- ❖ All signs and displays must be approved by the Festival Director.
- ❖ Exhibitor and Vendor participation will be at the sole discretion of the Festival Director.
- ❖ Formal complaints must be made to the Festival Director.

VENDOR SPACE ASSIGNMENT SET-UP AND BREAKDOWN

- ❖ **On October 11th, 2021 prior to the event, exhibitors and vendors will receive an event layout map and an assigned number via email that illustrates the layout for the day and where your space will be located. There is always a chance that an assigned space may change on the day of the event and should any space adjustments be made for safety, exhibitors and vendors will be notified as soon as possible.**
- ❖ **Exhibitors & Vendors can arrive as early as 8:00 am and must be setup by 11:45am**
- ❖ **At the conclusion of the Event at 6:00pm, Exhibitors & Vendors are required to breakdown their product and equipment and clear the area no later than 1 hour after (7:00pm) the close of the event.**
- ❖ **The Festival Director recommend that each Exhibitor or Vendor have a sign identifying the name and location of their business (if applicable).**
- ❖ **Exhibitors & Vendors are required to stay until the end of the event including Vendors that sell out of product before the conclusion of the event. If an Exhibitor or Vendor cannot attend or is running late, the Exhibitor or Vendor must make EVERY EFFORT to notify the Festival Director.**