

## Old Farm Day – October 2, 2010 (Raindate October 3)

### Space Reservation Agreement

### Space Reservation Application

Deadline: September 1, 2010

**Please review agreement, complete reservation form, and sign below.**

*Be sure to share this information with ALL helpers for your space.*

1. **ALL reservations** must be received and paid before the Application Deadline: September 1, 2010. Spaces are reserved on a first-come basis. Those reserving by the Sept. 1st deadline will be listed in the program. Late reservations may not be accepted. No refunds for cancellations will be made after Sept. 1.
2. **Space Assignments:** Many changes to space assignments occur each year. When your exhibitor packet arrives in mid-September, please check closely for the area matching your permit to identify your assigned area.
3. **Vendor Entrance:** Gates are open Saturday **6 - 8:15 AM**. NO vehicles are admitted after 8:15 AM. Only 2 vehicle permits are issued for each space. All others park in public parking; and pay \$4 admission fee or present a worker ticket. Order worker tickets on this form - available in advance only.
4. **Vehicle ID permit:** The permit **MUST** be displayed on the dash of the vehicle to be admitted, and must remain on view the entire day in the parking lots. The permit is color-coded & numbered for the area of your space to assist traffic officers. No permit - no admittance. Parked vehicles without permits are subject to towing.
5. **Set-up:** We encourage you to set-up tents or complex spaces on Friday, 9 AM - 6 PM. On Saturday morning, unload your vehicle quickly and move it to vendor / exhibitor parking area. **ALL VEHICLES MUST BE OFF fairground & parked in designated area BY 8:30 AM.** Then return to set-up your space. The gates open to the public at 9 AM. **NO VEHICLES ALLOWED IN OPEN FAIRGROUND BETWEEN 8:30 AM AND 4:30 PM ON SATURDAY.**
6. **Take-Down:** Your space must remain up and open until **4:30 PM**. **DO NOT** begin to disassemble or pack up before 4:30 PM! Vehicles will not be permitted from the parking area onto the fairground before 4:30 PM. Violators may not be invited to participate next year.
7. **Restrictions:** No Bikes. No Pets.
8. **Note to Political participants:** The Board of Supervisors set guidelines for use of county property by any political candidates or political parties. You may attach signs to your booth, tent, table, or anywhere **WITHIN** the space allocated to you at Old Farm Day. You **MAY NOT** attach signs anywhere else on county-owned property.

#### LIABILITY DISCLAIMER

*Under Virginia law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.*

**We agree to abide by this space agreement, and will make certain all helpers with our space are informed of the guidelines as well.**

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

Organization / Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (night): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Vendor - Describe merchandise: \_\_\_\_\_

Exhibitor - Describe exhibit: \_\_\_\_\_

**\*FOOD VENDORS must use special form - call 434-589-9405 to request.**

#### TYPE OF BOOTH:

- Farming / Equipment
  - Heritage Crafters (Demos.)
  - Demonstrations/ Exhibits
  - Business Expo.
  - Community Organizations
  - Crafters - Vendors
  - Produce Vendor
  - Music / Entertainment
  - Animals
  - Other: \_\_\_\_\_
- No Flea Market Items!

#### FOR OFFICE USE ONLY:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ck# \_\_\_\_\_ Amt. \_\_\_\_\_

Complete & signed? \_\_\_\_\_

Receipt sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Route to: \_\_\_\_\_

Packet sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### SPACE REQUESTED:

- OPEN AIR / YOUR OWN TENT

No Electricity Available

***Be sure the space size selected includes room for your tent ropes & pegs!***

- \_\_\_\_\_ 12 x 12 or less ..... Qty: \_\_\_\_ x \$25.
  - \_\_\_\_\_ 15 x 15 or less ..... Qty: \_\_\_\_ x \$35.
  - \_\_\_\_\_ 20 x 20 or less ..... Qty: \_\_\_\_ x \$45.
  - \_\_\_\_\_ Larger (call for price) ..... \$50 & up
- Tent Space (w/tiedowns) Front \_\_\_\_ x \_\_\_\_ depth

- POLE BARNS - Space Very Limited!

\_\_\_\_\_ 8 x 11 ..... Qty: \_\_\_\_ x \$30. ea.

\_\_\_\_\_ 8 x 11 w/Electricity .. Qty: \_\_\_\_ x \$40. ea.

(Bring Extension cord)

- WORKER TICKETS (*in advance only*)

\_\_\_\_\_ Quantity x \$2.00 each = \_\_\_\_\_

**Amount Enclosed: \$ \_\_\_\_\_**

*Make check payable to Old Farm Day*

**Make a copy of this completed form for your records, and mail the original with payment to:**

#### Old Farm Day

P. O. Box 563 · Palmyra, VA 22963

Voice Mail Message Center: **434-589-9405**

E-mail: [oldfarmday@fluvannahistory.org](mailto:oldfarmday@fluvannahistory.org)

[www.oldfarmday.org](http://www.oldfarmday.org)