Please note the following vendor rules:

1. Each vendor is responsible for his/her own table(s), chair(s) and tent (tent only needed if not under the dome, you will be notified on this).

2. Each vendor is responsible for collection of their monies and payment of their own Virginia State Sales Tax.

3. Each vendor agrees to set-up during the following time: beginning at **9:30 AM** on Saturday August 3rd and be FULLY set-up and ready for customers BY **11:00 a.m**. We ask that each vendor remain set up until **4:00 pm**, however, you are welcome to stay until the end of the event. ***Vehicles must be quickly unloaded and taken to the parking lot***. Set up can take place AFTER your car has been parked. (There is a very small area to unload.)

4. Each vendor is responsible for his/her own goods and money. Proclaiming Grace Outreach/Rockahock Campground assumes no responsibility for lost, stolen, or damaged goods and/or monies.

5. Each vendor is responsible for his/her own "take-down" at end of event. All items must be removed from premises after event is over. Proclaiming Grace Outreach/Rockahock Campground assumes **NO** responsibility for any items damaged during the event.

6. Please note: In the event that we have more than one application from a representative of a company (i.e., Scentsy, It Works, Pampered Chef, Creative Memories, Tupperware, etc), we will accept the **first** application from each organization we receive.

7. Our venue features a large dome which will provide many covered vendor spots. These spots will be given on a first come, first serve basis (provided fee has been received). All remaining applications will be given a spot outside of the dome in which case you will need to provide your own tent for shade. You will be notified right away if you are receiving a spot under the dome or not.

8. You will be contacted regarding your application after it is received.

9. Proclaiming Grace Outreach reserves the right to deny acceptance to any applicant.

10. There will be **no** refunds given for vendor applications after July 20, 2019.

11. All sales are between **vendor and buyer** for all/any items purchased. Proclaiming Grace Outreach/Rockahock Campground assumes no responsibility for any

Problems/issues that may occur after such sales have occurred.

By signing your application, you agree to comply with all items listed above. Please remit payment with your application.

_____ _____ _____

Please Print Name Signature Date

Please mail application with check payable to:

Proclaiming Grace Outreach c/o Tara Sagman

3021 Southwold Ct.

Williamsburg, VA 23185

We look forward to having you join us for this special event!!

Have Questions? Please call or email Tara @ 757-810-4811 tarasagman@gmail.com