



VENDOR REGISTRATION FORM

OCTOBER 12, 2024 • 11am - 5pm

VENDOR TYPE

- Business • \$160
- Food • \$160
- Craft/Artisan • \$75
- Non-Profit (Fundraising) • \$75
- Non-Profit (Not Fundraising) • \$40
- Direct Sales/Home-Based • \$105
- Government Services • \$40

MAKE CHECK PAYABLE TO
SterlingFest

MAIL APPLICATION TO
SterlingFest
PO Box 1036
Sterling, VA 20167

Business Name to appear on program: _____

Contact Name: _____

Home Phone: _____ Office: _____ Cell: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Twitter: _____

Website: _____ Instagram: _____

Description of business/organization: _____

FOR OFFICE USE ONLY

DATE RECEIVED: CK#: SPACE#:



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STERLINGFEST VENDOR RULES

- Payment must accompany your application to be seriously considered for our event.
- Applications will be accepted through September 1st. After that date, applications will be subject a late fee of \$30.
- No refunds are given after September 15th.
- Returned checks incur a \$30 fee.
- All confirmation notices of assigned vendor spaces will be delivered by September 15th.
- This is an outdoor event and will be held rain or shine, so plan accordingly.
- Spaces are 10'x10', are limited, and will be assigned by SterlingFest staff.
- There is no access to electricity. Generators are only permitted in certain areas and must have prior approval.
- Vendors are required to provide tables, chairs and canopies, with adequate weights to secure canopies.
- No political parties or political action groups will be accepted for this event.
- Vendors must maintain adequate staff at the booth during the entire show.
- Vendors must conduct all business within their assigned space.
- Vendors conducting sales are responsible for collecting Virginia sales tax and use taxes on all transactions.
- Food vendors are required to have all necessary permits and health inspections.
- No shows, late arrivals, and those who leave early will not be invited back.
- Participation is at your own risk and you acknowledge that the Sterling Foundation will not be held liable or responsible for any loss, injury, or incident.
- All vendors must agree to abide by these rules, respect decisions made by the SterlingFest & Sterling Foundation staff, and heed instructions given on the day of the event.
- These rules are to ensure a safe and enjoyable event for all!

By signing below, I signify that I have read and fully understand these rules and agree to be bound by them, on behalf of my business/organization.

Signature: _____

Printed Name: _____

Business: _____ Date: _____