



Vendor Application

5th Annual Breakthrough Car Show

Pamplin Historical Park
Hart Farm, 6695 Duncan Rd. Petersburg, VA 23803
Saturday, May 11, 2024

OFFICE USE ONLY:

- Special Event Registration
Health Permit
Liability Insurance
EIN #

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

DESCRIPTION OF YOUR PRODUCT AND DISPLAY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor spaces are 10'x10' each

Deadline to submit Application and Payment is Friday, March 29, 2024

ANY TENTS (Supplied by Vendor) MUST BE SECURED WITH FOUR TEN POUND SAND BAGS

Food Vendor - \$50 Size of Food Truck & towing vehicle (if applicable)

Non-Food Vendor -- \$25 \_\_\_\_\_

EIN \_\_\_\_\_

Please make checks payable to Pamplin Historical Park

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

All vendors MUST provide copies of their Dinwiddie County Special Event License.

All Food Vendors MUST provide copies of their State or Dinwiddie County Health Department Permit, Certificate of Liability, & Employee Identification Number (EIN) at least 30 days prior to event.

Total Payment: \_\_\_\_\_ Signature \_\_\_\_\_

Please return application to: (including Terms and Conditions)

Pamplin Historical Park
6125 Boydton Plank Road
Petersburg, VA 23803
804-861-2408
aromanick@pamplinpark.org



**TERMS AND CONDITIONS**

**Exhibit Space:** Each space will be approximately 10' x 10' in open, grassy areas of the grounds. Vendors may purchase multiple spaces. Vendors are only to use the space they have rented. Extending beyond the boundaries of your rented space could result in additional fees and/or expulsion. A limited number of electrical hookups are available. Please indicate on your application if you need electricity. Quiet and fumeless generators can be considered. Please make arrangements prior to the event. Specific space locations and/or exhibitor requests cannot be guaranteed. Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of Pamplin Historical Park (PHP). Space is limited. Applications will be reviewed for acceptance by PHP and vendors will be notified of acceptance. All fees must accompany the Vendor Application. Checks should be made payable to Pamplin Historical Park, 6125 Boydton Plank Road, Petersburg, VA 23803. There will be no refunds given for spaces once you have been accepted as an event participant.

**Food Vendor Requirements:** All food vendors must submit a menu of the items you wish to sell. In addition to submitting copies of your Dinwiddie County Special Events License, all food vendors must provide copies of their State or Dinwiddie County Health Department Permit and Certificate of Liability, listing Pamplin Historical Park as an additional holder. Copies of all requisite certificates and/or licenses must be submitted to PHP no later than 30 days prior to the event or Thursday, April 11.

**Vendor Responsibilities:** Event is scheduled from 10:00 a.m. to 3:00 p.m., Saturday, May 11. All vendors must staff the booth at all times throughout the event. Booths may be set up on Saturday morning, May 11 beginning at 8:00 a.m. Booth preparation must be completed, inclusive of the removal of any vehicles, by 10:00 a.m. No vehicles are allowed on the grounds for take down prior to 3:00 p.m. Any item displaying profanity or discriminatory symbols, words, etc. is strictly prohibited.

Vendor's employees or contract associates of any kind participating in booth activities must have appropriate "ID" as evidence to show at entrance gates for admittance.

Vendors are expected to furnish their own tents, tables and chairs, display racks and other items required for their display. Participating vendors should come prepared and are solely responsible for bringing any protective weather items. Each vendor is responsible for cleaning their own space during the event. All trash must be bagged and ready for collection at the conclusion of the event.

All Vendors are responsible for the collection of applicable Virginia State and Dinwiddie County sales taxes and maintenance of appropriate documentation for state and county inspection.

Pets are not allowed anywhere at Pamplin Historical Park with the exception of certified service animals.

"No Shows" or last minute cancellations risk being excluded from future Pamplin Historical Park events.

I have read and agree to the terms and conditions.

Signature \_\_\_\_\_ Date: \_\_\_\_\_