



# *Out Of The Ash Kids Carnival*

*Thank You for your interest in being a Retail Vendor at Out of The Ash Kids Carnival!*

## **ABOUT THE EVENT:**

Participate as a Retail Vendor at The Out of The Ash Kids Carnival. Out of The Ash is a non-profit organization that supports children of domestic violence. The Carnival will provide games, face-painting, story time and more!

## **HOW TO PARTICIPATE:**

- \* Complete the attached application and submit it via email to [outoftheashkids@gmail.com](mailto:outoftheashkids@gmail.com)
- \* Pay the Participation Fee (Donation: \$25 per vendor) which will be invoiced via email to you in a separate email by our merchant PayPal to the email provided on the application and due within 7 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, MARCH 9th, 2020**, check your email for your assigned vendor space number along with an outline map of the event and any additional details.

## **Out of The Ash Kid's Carnival**

**Date:** Saturday, March 14th, 2020

**Time:** 1:00pm-5:00pm

**Location:** Mary Immaculate Hospital

Community Education & Health Resource Center

2 Bernadine Dr, Newport News, VA 23602



**FREE ADMISSION!**

**Door Prize:** If you provide a raffle prize, you will receive \$5 off your donation fee. You must put an "X" on the Vendor Rates Form and a Door Prize Submission Form will be emailed to you once your application has been approved.

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## RETAIL VENDOR RATE



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### SPACE

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

#### Retail Vendor Space

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

10 x 10 space including a 6ft square table (if needed) and two chairs. Each vendor must provide their own signage.

Retail Vendor Donation 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 Out of The Ash Kid's Carnival's event policies and procedures.
- ☐ I, \_\_\_\_\_, agree that Out of The Ash, Mary Immaculate Hospital, 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 Out of The Ash, Mary Immaculate Hospital, Centura College, and Lux Events, LLC whether such injury, theft or damage occurred prior, during, or after the Kid's Carnival the above named vendor further agrees to indemnify, defend and hold harmless Out of The Ash, 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 1:00p.m. - 5:00p.m. and vendors are **expected to stay until the conclusion of the event.**

**Submit Application via E-Mail to:** outoftheashkids@gmail.com (can take a photo-must be clear)

- ☐ Signed Application
- ☐ Hold Harmless Agreement

**Signature of applicant:**

**Date:**

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**ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED,  
NO DIGITAL SIGNATURES WILL BE APPROVED!**

# **Policies and Procedures**

## **OPERATING HOURS**

Out of The Ash Kid's Carnival will be held on Saturday, March 14th, 2020. The Carnival will operate from 1:00pm to 5:00pm.

## **LOCATION**

The Carnival will be held at Mary Immaculate Hospital's Community Education and Health Resource Center located at 2 Bernadine Dr, Newport News, VA 23602.

## **CARNIVAL DIRECTOR**

The Carnival Director, Elizabeth Jones, 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**

- ❖ Vendors must submit this Application and Hold Harmless Agreement to the Carnival Director before participating as a retail vendor. The Application documents product origination. The Hold Harmless Agreement conveys that vendor will hold Out of The Ash, Mary Immaculate Hospital, 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 the Out of The Ash Carnival.
- ❖ The non-refundable space fee will be sent in a separate email via invoice from our merchant PayPal to the email provided on the application and will reserve 10x10 space to participate as a retail vendor.
- ❖ Retail Vendors may sell only from the space assigned by the Carnival 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 vendors.
- ❖ Vendors must provide any additional equipment needed for business at the carnival (ie: credit card processor, etc). The Carnival Director is not responsible for providing Vendors with equipment and set-up/breakdown support.

## **RULES AND REGULATIONS**

- ❖ Each vendor must abide by all state and federal regulations which govern the production, preparation, preservation, labeling and safety of products and offered for sale. Vendors are liable for their own products and services.
- ❖ 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 vendor is asked to properly dispose of their trash in the provided trash receptacles.
- ❖ Accidents or injuries at the event must be reported to volunteers.
- ❖ All signs and displays must be approved by the Carnival Director.
- ❖ Vendor participation will be at the sole discretion of the Carnival Director.
- ❖ Formal complaints must be made to the Carnival Director.

## **VENDOR SPACE ASSIGNMENT SET-UP AND BREAKDOWN**

- ❖ **On March 9th, 2020 prior to the event, 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, vendors will be notified as soon as possible.**
- ❖ **Vendors can arrive as early as 12:00pm and must be setup by 12:45pm.**
- ❖ **At the conclusion of the Event at 5:00pm, Vendors are required to breakdown their product and equipment and clear the area no later than 1 hour after (6:00pm) the close of the event.**
- ❖ **The Carnival Director recommends that each Retail Vendor have a sign identifying the name and location of their business (if applicable).**
- ❖ **Retail 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 a Vendor cannot attend or is running late, the Vendor must make EVERY EFFORT to notify the Carnival Director who can be reached directly via cell phone at (757) 342-7468.**