



Town of Christiansburg Event Application: Fourth of July Celebration

Monday, July 4, 2022 10 a.m. – 4 p.m.
Main Street Downtown Christiansburg

Vendor Categories and Fees

- Hand-Made Crafts or Nonprofit Booth: \$25
- Business Booth: \$50
- Food Truck/Trailer: \$0
- Farmers Market (must attend 75% Christiansburg Farmers Markets): \$0

Requirements: Completed event application, vendor fee (if applicable), and copies of VDH permit and fire inspection (if applicable). The above is due by June 1, 2022. Fees are to be paid upon application submission. Please make checks payable to CDPR. Incomplete applications, including those submitted without payment or copies of VDH permits, will not be considered for the event until payment and proper permit copies are received and all vendor information is complete.

Rain Policy: A decision to have the event will be made by Parks and Recreation staff the day prior to the event.

Cancellation Policy: NO REFUNDS will be given for cancelled registration.

Contact: Rachel Vinson, Events Coordinator rvinson@christiansburg.org or 540-382-2349 ext. 2021

Vendor Information

Your Category: *(Please check box)*

Handmade by YOU Crafts or Nonprofit \$25 Business Booth \$50 Food Vendor \$0 Farmers Market \$0

Business Name and Contact Person:

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

What is the length of your food truck, trailer, or tent setup? _____

Detailed Description of Items to Sell/Display: *(please use additional pages as needed)*

I have honestly completed the application and read all Town of Christiansburg Fourth of July Celebration guidelines. Should I be chosen to participate in this event, I will be a professional vendor and follow the guidelines.

SIGNATURE: _____ Date: ____/____/____

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2022 Guideline Information

Application Process:

- Application, vendor fee, and copies of VDH permit and fire inspection (if applicable) are due by June 1, 2022.
- Complete the application in its entirety. You can drop off or mail your application, vendor fee (please make checks payable to CDPR) and copies of VDH permit and fire inspection (if applicable) to:
Christiansburg Recreation Center, ATTN: Rachel Vinson
1600 N. Franklin Street
Christiansburg, VA 24073
- You can also email your application and copies of VDH permit and fire inspection (if applicable) to rvinson@christiansburg.org. Your application will not be considered until payment and all required VDH and fire inspection documents (if applicable) are received.

**Vendor fees do not apply to food trucks/trailers.*

Arrival and Departure Guidelines:

- All vendors are required to remain at the event until 4pm. We have advertised the specific hours of the event, and it would not be professional or fair to attendees to breakdown before the advertised end time. We also must clear the event area before any vehicles can enter or leave the area.
- You will receive via email arrival time and location information at least one week prior to the event.

Refunds:

- NO REFUNDS will be given for cancelled registration.

Rain and Wind Policy:

- A decision to have the event will be made by the Parks and Recreation Staff. If the event is canceled due to weather, there is no rain date.
- If the event goes on and you decide to leave or not attend due to weather NO REFUND will be issued.
- Vendors are responsible for providing their own protection from inclement weather.
- In the event of inclement weather, the Town assumes no liability for damaged products or goods.
- A one-hour wait period will occur before calling the status of the event during extreme weather. After that period, if the event is cancelled, a staff person will notify participants. Only then will vehicles be allowed back onto the event street.

Additional Guidelines:

- No electrical outlets, tables, tents, chairs, ice, water, or VDH regulated dump areas will be provided.
- Vendors are responsible for providing their own trash receptacles/bags for their space. There will be dumpsters at the event for vendors to dispose of their trash afterwards.
- A professional attitude and consideration for co-vendors is always expected. Failure to cooperate with the Town of Christiansburg Parks and Recreation Staff may result in removal from the event without a refund.
- If unapproved items are found at your space, you will be removed from the event without a refund.
- Vendors shall be liable for delivery, handling, erection and removal of their own display and materials.