



**Saturday**  
**October 21<sup>st</sup>, 2023**  
**10AM-2PM**

*Join us for the 1<sup>st</sup> annual Fall Into Kilmarnock Festival. Enjoy family fun, kid's activities, vendors, Food trucks, live music and so much more!*

## **Operational Regulations, Procedures & Vendor Application**

### **Regulations:**

1. Fall Into Kilmarnock vendor selling hours will be from 10AM – 2PM, Saturday, Oct. 21st, 2023.
2. The festival will proceed “rain or shine.”
3. All vendors will complete the “Vendor Application” and receive approval from the Event Manager prior to event day.
4. Vendors with space are encouraged to contact the Event Manager prior to event day if they will be unable to attend. A vendor will be considered a no show if they are not on site by 9:30 AM. If a vendor is a no show, they will be subject to forfeiture of their space with NO REFUND of fees.
5. Vendors shall supply their own display table and materials for their space and all assistance in setting up and operating their space. All displays and signs must be kept within the vendor's designated area.
6. Vendors may begin to set-up at 8AM. All vendor vehicles are expected to be in the designated vendor parking areas by 10:30 AM.
7. No crying out or “hawking” of products will be allowed. This means NO yelling to obtain customers to your station.
8. Vendors are responsible for clean-up of their own debris after event closing. Trash, debris and leftover merchandise removed by the Event Committee will result in a minimum charge of \$25.00.
9. Vendors are strongly encouraged to prominently display prices of all items offered for sale.
10. The Event Manager is permitted to randomly inspect merchandise offered for sale.
11. Event Manger will email your booth #, location, parking information and map. There will be NO US MAIL confirmation. THIS WILL BE SENT OUT ON OR BEFORE MONDAY OCT. 16<sup>th</sup>. 2023.
12. The Town of Kilmarnock has the right to refuse space to any vendor who does not comply with these rules.

### **Products Not Allowed for Sale**

- Firearms, ammunition or parts
- No alcoholic or tobacco products
- Pornography
- Live Animals
- Weapons
- Fireworks

Contact Ashley Jones for more information \* 804.435.1552 x4 \* [ajones@kilmarnockva.com](mailto:ajones@kilmarnockva.com)  
Vendor Applications due by Tuesday Oct. 10<sup>th</sup>, 2023 by 5pm  
Please visit [www.kilmarnaock.va.com](http://www.kilmarnaock.va.com) for more information.



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- Not all items are listed. Town Designee has final call.

### **Products Offered for Sale:**

Vendors can sell:

- a. Jewelry
- b. Vendor Representatives ex. Avon, Paparazzi, Tupperware, Mary Kay etc.
- c. Baked goods
- d. Soaps
- e. Candles
- f. Crafts
- g. Vintage items
- h. Art Work
- i. Not all items are listed. Town Designee has final call on items asked on. Please contact if you have any questions about items.

### **License, Taxes and Permits:**

1. Any person using Fall Into Kilmarnock for the purposes of selling or offering for sale any items on the premises must comply with all applicable Federal, State and local ordinances.
2. The collection and filing of all related taxes will be the responsibility of the individual vendor.
3. The Town Code Exempts Agricultural Products from Business Licensing (Sec. 14-77. - Exceptions) This division shall not apply to the sale or offer for sale of ice, wood, charcoal, meats, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits or other family supplies of a perishable nature or farm products grown or produced by the seller and not purchased for sale. A dairyman may sell and deliver milk, butter, cream and eggs without procuring a peddler's license. Code 1980, § 7-4-4(b); Code 1997, § 14-77)

### **Sanitation, Health and Safety**

1. The Town of Kilmarnock has existing trash bins for the goers of the market, this is NOT for the vendors waste. It is the vendors responsibility to remove their trash to the designated trash receptacles.
2. The vendors will be responsible for the collection and removal of all refuse generated from sales and activity at their space.
3. Each vendor is responsible for leaving his/her space clean at the end of Event.
4. It is unlawful to sell or consume alcoholic beverages on the Event Property.
5. Vendors must keep all merchandise, refuse and personal property within the defined space allocated in their rental agreements.
6. No vendor shall permit seepage or leakage of water or fluids from any part of their space into the public areas or other vendors' spaces.

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7. Vendors are responsible for the individual safeguarding of their products, supplies and money. The Event Manager, and the Town of Kilmarnock shall not be held responsible for any loss, theft or damage.
8. Vendor (lessee) agrees to protect and hold the Event Manager (lessor), and the Town of Kilmarnock harmless and to indemnify the lessor from any an all claims, demands, suits, actions, judgements and recoveries for or on account of damage, theft or injury (including death) to property or person occurring as a result of the lessee's use of the leased property and any other cause whatsoever.

**Structural:**

1. Vendors must provide their own equipment and any set-up materials for display of items.
2. No vendor shall be allowed to make any changes or alterations to their assigned spaces without permission from the Event Manager.
3. Any needed repairs, hazardous conditions or problems in the Event area should be reported to the Event Manager. Persons causing damage to Park structures or landscaping shall be held financially liable for the cost of repair or replacement.

**Parking:**

1. Vendor spaces will be assigned and reserved for the vendors' use only. Vendors are not permitted to park overnight in the park or designated Vendor Parking Areas in preparation for the next day's Event.
2. For this event you will have a off load/ drop off site in the park and parking at a different location.
3. All vehicles must enter and leave the Event area through the provided entrances and exits. Vendors will be expected to respect the parking regulations established by the Town of Kilmarnock and to park in such a way as to keep Event traffic lanes open for travel. This will be enforced by the Event Manager and Town Staff.
4. Handicap parking is provided in the clearly-marked spaces and is not to be used for vendor parking.

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**FALL INTO KILMARNOCK**  
**VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email (REQUIRED): \_\_\_\_\_

\*\*Vendor Category: Ex: Food Truck or What you are selling: \_\_\_\_\_

Payment information. Please make check payable to Town of Kilmarnock:

\_\_\_\_\_ \$30 Single Day Event Pass for THIS EVENT ONLY

\_\_\_\_\_ \$30 Year Long Business License for ALL events in Kilmarnock until Dec. 2023

**Application and money can be mailed-in or dropped off at Town Hall. EVERYTHING must be received by Tuesday Oct. 10<sup>th</sup>, 2023 by 5pm.**

Mail to:  
The Town of Kilmarnock  
Attn: Fall into Kilmarnock Event  
1 N. Main Street  
PO BOX 1357  
Kilmarnock VA, 22482

DROP OFF:  
1 North Main Street  
Kilmarnock VA, 22482  
9am-4:45pm Mon-Fri

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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