



**Saturday, October 11<sup>th</sup> – Sunday,  
October 12<sup>th</sup>, 2025  
10AM-4PM**

## **Join us for the 3<sup>rd</sup> Annual Kilmarnock Fall Festival!**

### **A Can't-Miss Opportunity for Vendors**

Get ready for **Kilmarnock's signature autumn celebration** — a weekend overflowing with energy, entertainment, and community spirit! The **3rd Annual Kilmarnock Fall Festival** is back and bigger than ever, and we want YOU to be part of it.

**Date:** Saturday, October 11<sup>th</sup> – Sunday, October 12<sup>th</sup>

**Location:** Town Centre Park. 150 N Main Street, Kilmarnock, VA

**Time:** 10AM – 4PM

Whether you're a seasoned vendor or new to the scene, this is your chance to showcase your business to **hundreds of festival-goers** in a vibrant, family-focused atmosphere that celebrates everything we love about fall.

### **What to Expect**

#### **Family Fun All Day Long:**

From the youngest pumpkin pickers to the young-at-heart, we're delivering nonstop entertainment for all ages, including:

- **Interactive Kids Zone** featuring **bounce houses, face painting, temporary tattoos, a petting zoo,** and awe-inspiring **stilt walkers.**
- **Live Performances** on our main stage with a rotating schedule of **live bands, acrobats, dance troupes,** and more! (Performance lineup subject to change — but always amazing.)

#### **A Vibrant Vendor Village:**

Over **50+ vendor spaces** will line the festival grounds, offering everything from handmade crafts, local goods, and boutique finds to services and experiences. Shoppers come ready to discover and spend!

#### **Mouthwatering Eats:**

Food trucks and local culinary vendors will keep the crowds fueled with fall favorites, savory snacks, and sweet treats.

Contact Emilie Webster for more information \* 804-724-1608 (cell)\* [ewebster@kilmarnockva.com](mailto:ewebster@kilmarnockva.com)

Vendor Applications due by Friday, September 25<sup>th</sup>, 2025 by 5pm

Please visit [www.kilmarnockva.com](http://www.kilmarnockva.com) for more information.



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

### **Regulations:**

1. Fall Into Kilmarnock vendor selling hours will be from 10AM – 4PM, Saturday, Oct. 11<sup>th</sup> and Sunday, October 12<sup>th</sup>, 2025.
2. The festival will proceed “rain or shine.”
3. All vendors must complete the “Vendor Application” and receive approval from the Event Manager prior to event day.
4. Vendors 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 10’x10’ space with NO REFUND of fees and may not be invited to future events.
5. Vendors shall supply their own display table and materials for their 10’x10’ 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 that will be in attendance on Saturday are able to set up beginning Friday, October 10<sup>th</sup>. Vendors that will be in attendance only on Sunday may begin setting up at 7:30am on Sunday, October 12<sup>th</sup>.
7. All vendor vehicles are expected to be in the designated vendor parking areas by 9:30 AM on each day. Vendors are allowed **one** vehicle to be in the designated vendor parking areas.
8. Vendors that will be in attendance both days may leave their tents and table up overnight. All merchandise should not remain at the park and the Town of Kilmarnock is not responsible for any damage to vendor materials.
9. Vendors that will be in attendance only on Saturday must remove all of their merchandise, display table, and materials after the festival ends on Saturday, October 11<sup>th</sup>.
10. No crying out or “hawking” of products will be allowed. This means NO yelling to obtain customers to your station.
11. 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.
12. Vendors are strongly encouraged to prominently display prices of all items offered for sale.
13. The Event Manager is permitted to randomly inspect merchandise offered for sale.
14. 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 FRIDAY OCT. 3<sup>rd</sup>. 2025.
15. The Town of Kilmarnock has the right to refuse space to any vendor who does not comply with these rules.

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

- Firearms, ammunition or parts
- No alcoholic or tobacco products
- Pornography
- Live Animals
- Weapons
- Fireworks
- 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 festival; this is NOT for the vendors' waste. It is the vendors responsibility to remove their trash to the designated trash receptacles.

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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.
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 and 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. Vendors using a tent **MUST** use tent weights to make sure their tent is secure.
3. No vendor shall be allowed to make any changes or alterations to their assigned spaces without permission from the Event Manager.
4. 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. Vendors are allowed one vehicle to park in the designated vendor parking spaces.
3. For this event you will have an off load/drop off site in the park and parking at a different location.
4. 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.
5. Handicap parking is provided in the clearly-marked spaces and is not to be used for vendor parking.

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**KILMARNOCK FALL FESTIVAL VENDOR APPLICATION**

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

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

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

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

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

Email (REQUIRED): \_\_\_\_\_

\*\*Vendor Category/What you are selling:

\_\_\_\_\_

What will your setup include? (Tents, tables, etc.)

\_\_\_\_\_

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

- \_\_\_\_\_ \$45 Saturday & Sunday - Both Days Event Pass for 10’x10’ vendor space at this event only
- \_\_\_\_\_ \$40 Saturday the 11<sup>th</sup> Only - Single Day Event Pass for 10’x10’ vendor space at this event only
- \_\_\_\_\_ \$30 Sunday the 12<sup>th</sup> Only - Single Day Event Pass for 10’x10’ vendor space at this event only

Application and money can be mailed-in or dropped off at Town Hall. EVERYTHING must be received by Friday September 25<sup>th</sup>, 2025 by 5pm.

Mail to:  
The Town of Kilmarnock  
Attn: Fall Festival  
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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