

Historic Appomattox Railroad Festival

VENDOR APPLICATION

Welcome to the 2025 Historic Appomattox Railroad Festival! We're excited to have you join us as a vendor. Please complete this application form to reserve your space at the festival. If you need any assistance, contact our vendor coordinator at vendors@rrfestival.com

Contact Information

1	Business or Vendor Name	<input type="text"/>
2	Tax ID #	<input type="text"/>
3	Contact Person's Name	<input type="text"/>
4	Phone Number	<input type="text"/>
5	Email Address	<input type="text"/>
6	Mailing Address	<input type="text"/>
7	City, State, ZIP	<input type="text"/>

Space Details

8	Type of Vendor: <input type="checkbox"/> Crafts & Artisan <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit	10	Have you previously participated in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
9	Spaces Needed (10' x 12'): <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple	11	If so, would you like to request the same space? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the space # or at least street location: <input type="text"/>

Space Fees

Fee Type	Crafters	Commercial	Non-Profit
Standard Cost (after 5/31)	\$125	\$165	\$55
Early Bird Special (before 5/31)	\$110	\$150	\$40
Late Penalty (after 8/30)	\$150	\$190	\$80

Note: All fees are for single spaces. Double and triple spaces are subject to additional fees.

Important Vendor Information

- We no longer have spaces on Main Street from Lee St to Church St. To compensate for this, we have added 43 spaces in the Courthouse Parking lot off Court Street for vendors.
- We cannot guarantee electrical hook ups. Battery packs and small generators will be allowed/encouraged.
- We cannot guarantee last year's space but will try to accommodate requests.
- We do have vendor parking at the Courthouse lot.

Vendor Display Information

- 12** If you are new to this event (not a returning vendor from the previous year, or if you have changed your products or display), please provide a specific description of all items you intend to sell and have on display. Use a separate sheet if necessary.

You may also submit a representation of your work/items being sold and booth display by supplying a website or by sending photographs. Photos will not be returned and may be used for promotional purposes.

General Guidelines and Rules of Participation

Event Details:

- **Where:** Check in at the corner of Morton Lane and Court Street on the Saturday morning of the event. GPS address is 339 Court Street, Appomattox, 24522.
- **When:**
Friday, October 10, 2025: 9am to 5:00pm
Saturday, October 11, 2025: 9am to 5:00pm
Sunday, October 12, 2025: 12:00pm to 5:00pm
No Rain Date

Banned Items – No Exceptions:

- Pets
- Yard sale or flea market type items
- Items with profanity
- Snap pops or any other item containing explosive material
- Air guns, BB guns, pellet guns, etc.
- Knives, blades, weapons
- Alcohol or Drugs
- Any other item deemed necessary for removal by any member of HARF

Setup Information:

- You must check in at the registration table to receive your vendor space information
- Friday set up at 6:00am to 8:30am. All vehicles must be off the street by 8:30am
- Saturday set up is 6:00am to 8:30am. All vehicles must be off the street by 8:30am
- Sunday set up is 9:00am to 11:30am. All vehicles must be off the street by 11:30am

Space Requirements:

- Approximately 10' by 12' space
- Vendors must provide their own tables, chairs, tents, display equipment
- Vendors are required to allow way for the parade route and Railroad Willie Express
- Spaces will be marked prior to the Festival
- Entrances to buildings and storefronts must remain open
- No material is to be displayed or hung on buildings, windows, or street lamps
- Vendors are responsible for keeping the area clean and free of hazards

Additional Information:

- Electricity is available, but limited to first come first served (Based on receipt of application)
- Vendors are responsible for collecting, filing and reporting sales tax collected
- A map of the festival events is available at www.appomattoxrrfest.org/map
- For refunds, notify the festival committee no later than September 11, 2025
- The Historic Appomattox Railroad Festival committee cannot and will not assume any responsibility for any lost, damaged, stolen or destroyed work, material or equipment

Submission Instructions & Deadlines

You may submit this application by mail or email as described below. You are not required to do both. If you submit this application by email, you may still mail your check, or pay online using our secure Pay Pal option by visiting: <http://www.appomattoxrrfest.org/forms>

Before mailing, be sure that you have included the following:

1. Completed Application with signed Agreement & Waiver
2. Application Fee (Checks payable to Appomattox Railroad Festival, Inc.)

Important Deadlines:

- Acceptance Deadline: August 31, 2025
- Late applications (after August 31) will be considered if space is available and will be assessed a \$25 late penalty
- Applications received after September 30th will be declined

Acceptance Process:

- You will be notified within two weeks of receipt of your application only if there is a concern
- Payment will be processed for all applications accepted
- You will receive a confirmation email at the beginning of September
- One additional email will be sent as a reminder, with set up instructions and other important information during the week before the event in October

Mail To:

Historic Appomattox Railroad Festival
P.O. Box 513
Appomattox VA 24522

Email To:

vendors@appomattoxrrfest.org

Vendor Agreement

By signing below, I confirm that:

1. I have read and agree to follow the Festival Guidelines and Rules of Participation
2. I understand that booth placement is at the discretion of the festival committee
3. I agree that any photos taken during the festival may be used for future promotional materials
4. All information provided in this application is accurate and complete

13 Signature

14 Date