



The Historic Town of
Boydton, Virginia
Boydton Day

June 27, 2018

Boydton Day - The common thread that binds us together

Vendor Application

Please read the attached letter carefully
Print clearly

Incomplete applications will not be accepted, and your money will be returned

Date Submitted:	Amount Paid:	Booth #'s		
Name of Business:				
Vendor Contact: Name		Email:		
Telephone:				
Address:				
City:	State:	ZIP		
Type of Vendor (Circle all that apply):				
Food	Art	Crafts	Information	Jewelry
Political	Church	Clothing	Antiques	Demonstration
Other (Describe)				
Note: Booth Spaces are 10' each		Discount for early registration <u> \$10.00 </u> (Prior to 9-24-2018)		
Number of Booth Spaces		<u> </u> @ \$50 each = <u> </u>		
Electrical Connections		1 st Connection @ \$ 20 = <u> </u>		
Vendors must provide all electrical connections for sight		2 nd Connection @ \$ 10 = <u> </u>		
		Total Due <u> </u>		

Mail Application and all fees to:
Boydton Day Committee
PO Box 191
Boydton, VA 23917
Deadline for Application is October 15th

Boydton Day is the last Saturday in October

Make space reservations by filling out this application and sending in the attached form with your check to the address at the bottom of the page. The committee will assign the numbers as they receive the applications. The committee will do everything possible to ensure the spots are distributed fairly and with prior vendors receiving last year's spot if requested. Please do not expect to receive your number early. Exact locations will be given out 48 hours prior to the event.

Note: Vendors are required to check in on Saturday morning at the vendor tent located at Madison Street to ensure proper placement. Vendors located in the wrong space or extending into another space will be asked to move.

Set-up time will begin on Friday evening after 6:00 PM. Vendors are not allowed to block the street at any time. Parking is available behind the courthouse in the county parking lot and all vehicles must be off the roadway by 9:00 am on Saturday. The parade begins promptly at 10:00 AM. Electric is available and currently the Town of Boydton offers 15 amp circuits (2 connections) on the outlets. Please check ahead of time the type of connections that are needed, the Boydton Day Committee nor the Town has adapters.

Fees:	Note: Fees are not refundable
Booth Space	\$50.00 for a 10' X 10'
Electrical	1 st Connection - \$20.00 2 nd Connection - \$10.00
Spaces	Each 10' square space is \$50.00 (only 10' increments are available). This includes commercial vendors, individuals, political campaign tables, church-related or charitable non-profits and flea market vendors.
Discount	A \$10.00 discount will be received for applications received prior to close of business on Monday September 24, 2018
Donations	Donations of \$100.00 or more will result in an advertisement in our program.

Additional Notes to Vendors:

You must follow all health regulations of Mecklenburg County and you may be subject to inspection.

There is absolutely no discharging of cooking oils onto the streets of Boydton, violations carry a fine and exclusion from future events.

Vendors must provide all electrical connections for their sight.

Barbeque or Brunswick stews are not allowed to be sold with the exception of the Boydton Rescue Squad and Boydton Volunteer Fire Department.

Generators will be allowed under the following stipulations:

- Generators must be quiet and free from exhaust fumes. Organizers retain the right to stop any noisy or smoking equipment.
- Generators must be placed out of the way of pedestrians, not up against any tent or flammable material, and with the exhaust pointed in a safe direction.
- The area must be cordoned off with proper signage.
- An approved fire extinguisher must be on hand.
- Spare fuel must be in the amount needed for the day and properly stored.
- Refueling:
 - Must be carried out by a trained and competent person • Must follow the manufacturer's or hirer's instructions • The generator must be allowed to cool down before refueling

 - Hot generators should not be refueled as this is a major cause of fires. A petrol spillage is not necessary for a fire to start, heat from the engine or exhaust can ignite the invisible vapors causing severe burns. Make arrangements so that there is time for it to cool down, i.e. when the need for power is reduced during a rest break, and before it gets dark if being used for lighting. If continuous power is required a secondary source should be provided to allow for a cooling off period.

 - Have a funnel or spout available to avoid spillages • Provide absorbent cloth to mop up spills.
 - Wear gloves (also mask and goggles if identified by risk assessment)

 - Personal protective equipment should always be used by the person doing the refuelling as it is cheap, easy and effective.

 - Take care not to overfill the tank and replace the filler cap • Confirm barrier is secure • Return the petrol container to secure storage

Please send applications and checks to:
Boydton Day Committee
PO Box 191
Boydton, VA 23917