



CENTRAL VIRGINIA FOOD TRUCK RODEO  
CHESTERFIELD TOWNE CENTER, RICHMOND, VA  
Sunday, August 28<sup>th</sup>, 2016, 12n-6p/Rain or Shine

Dear **Artist & Craft** Vendor Applicant,

Thank you for your interest in the Central Virginia Food Truck Rodeo on **Sunday, August 28, 2016, 12:00 noon to 6:00 p.m.** at Chesterfield Towne Center. This will be a great event featuring 40+ Richmond area food trucks, Virginia Craft Beers, great music, arts & crafts, outdoor businesses, and thousands of people who wish to enjoy the diverse flavors of Richmond. We appreciate your interest in being a vendor!

Following is pertinent information and the application to become a vendor. If you have questions, please contact Laurin Willis at 804 931 6894 or by email: laurin\_willis\_wmd@msn.com.

**PLEASE KEEP THIS COPY ... This is your information sheet ... PLEASE KEEP THIS COPY**

**ENTRY FEE: \$100 for each 10'x10' space**

- ✓ No more than two spaces per vendor
- ✓ The Festival will assign you a space
- ✓ You will be provided a vendor space number and will receive one (1) space in the vendor parking area for each vendor space. Additional parking for vendors will be in the general parking lot.
- ✓ Each vendor is responsible for other needs such as tent/canopy, electricity, tables, chairs, etc.

**SET UP: Sunday, August 28 starting at 7:00 a.m.**

- ✓ Vehicles may be driven into the Central Virginia Food Truck Rodeo/Pavilion area for unloading, however, due to our close quarters, please first unload your vehicle, park it in the vendor parking area, then set up your vendor area. All cars **must** be moved from the Central Virginia Food Truck Rodeo area before 11:30 a.m.
- ✓ Remember, please unload and move your vehicle and *then* set up. ***This is very important and will be enforced.***

**ELECTRICITY:** No generators are provided. If you need electricity, please be prepared to provide yourself.

**DEADLINE:** There isn't one. Please understand that some categories fill up fast.

**DETAILS: *Make check payable to VMRCE.*** Mail check & application to: Laurin Willis, VMRCE, 13650 Stonegate Road, Midlothian, VA 23113.

- ✓ ***NO re-sale / pre-made jewelry. All jewelry vendors must create/make their own jewelry! No exceptions!***
- ✓ ***NO marshmallow shooters OR peanuts in the shell!***

**Central Virginia Food Truck Rodeo  
Sunday, August 28, 2016, 12pm-7pm  
Artist & Crafter Application**

Return this page of the application with a check made payable to the *VMRCE* to:

**Laurin Willis  
VMRCE  
13650 Stonegate Road  
Midlothian, VA 23113**

**Please Read This Application Carefully *and* Write Legibly**

BUSINESS NAME: \_\_\_\_\_

CONTACT NAME (if different than above): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe what you will be selling (you *must* fill this out even if you have previously been a vendor):

\_\_\_\_\_  
\_\_\_\_\_

IS YOUR CRAFT *HANDMADE* BY YOU? \_\_\_\_\_

**Number of Spaces @ \$100/space: \_\_\_\_\_  
(no more than two 10'x10' spaces allowed)**

Please include photographs of your work, and your booth if possible. *Enclose a SASE to have your photos returned.*

✓ ***NO re-sale/pre-made jewelry. All jewelry vendors must create/make their own jewelry!  
No exceptions!***

✓ ***NO marshmallow shooters OR peanuts in the shell!*** (In other words, please do not sell or distribute anything that will create an excessive clean-up problem for us!)

***Notice of acceptance is via email.***

***Thank you for applying to the Central Virginia Food Truck Rodeo!!***



**CENTRAL VIRGINIA FOOD TRUCK RODEO  
LOCAL BUSINESS CHECK-IN INSTRUCTIONS  
Sunday, August 28, 2016, 12n-7pm  
Chesterfield Towne Center**

**Festival Area:** The Central Virginia Food Truck Rodeo will take place in the Chesterfield Towne Center parking lot situated between HH Gregg, Sears Automotive, and Koger Center Blvd (facing Chik-fil-a & Best Buy).

**Load-in/Set-up:** Vendors may start to load-in Sunday, August 28 at 7:00am

**Vendor Space:** Local vendors will be provided a 10' x 10' display area. Vendors are responsible for providing their own tents, table, chairs, electricity, or other necessary items for a successful display.

All vehicles must be removed from the festival area by 11:30am. Vendors will be allowed 1 parking space in the vendor support parking area adjacent to the festival area. All other vehicles must be parked in the public parking areas.

No vehicles may move within the festival area during the Central Virginia Food Truck Rodeo (12n-6pm).

All vendor areas must be cleared and cleaned immediately after the Central Virginia Food Truck Rodeo ends at 6pm.

**Contact:**

Should you have any questions, please feel free to contact Laurin Willis at 804 931 6894.