



5th Annual



**Exhibitor Space Application
Morven Park, Leesburg, Virginia
June 23, 11am – 9pm & June 24, 11am – 7pm**

Deadline for receipt of applications is JUNE 14, 2012

Business Name _____ Primary Contact/Title _____
 Address _____ City/State/Zip _____
 Telephone _____ Fax: _____ Cell Phone _____
 Email: _____ Website: _____

Please indicate the products/services you are selling and/or marketing: _____

NOTE: If you are accepted you may **sell/market** only those items listed on this form.

Electricity (\$50 per 20 amp circuit)	Yes	No	Amount (in amps)	
Do you require electricity, and if so how much?				
Tent Rentals (\$150 per 10'x10')	Yes	No	Size	
Are you requesting to have a tent provided for you?				
Insurance Requirements			Yes	No
Have you included your certificate of insurance?				
If no, when will the insurance certificate be provided? (Due June 1, 2012)				
Payment Information				
Payment by: <input type="checkbox"/> Check – Payable to The High Road, Inc. <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard				
Credit Card #	Exp. Date		3 digit code	

Payment enclosed for Space: \$ _____ (**\$325 per 10x10 space**)
Electrical: \$ _____ (**\$50 per 20 amp circuit**)
Tent Rental: \$ _____ (**\$150 per 10' x 10' tent**)
Total: \$ _____

Exhibitor affirms that he/she is authorized to sign this application on behalf of the above named business, has read the Terms and Conditions of the Northern Virginia Summer BrewFest and, if he/she participates, agrees to abide by them. Exhibitor agrees to use the contracted space and shall not send an agent nor sublet or assign any portion of that space. Exhibitor understands that the event will be held rain or shine and there is NO REFUND in the event of inclement weather.

Exhibitor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from participation in this event. Exhibitor shall INDEMNIFY, DEFEND, SAVE AND HOLD HARMLESS The High Road Inc., Vintage 50 Restaurant & Brew Lounge, and Morven Park, and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including but not limited to court costs and attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, claim, loss, cost or expense arising from the Northern Virginia Summer BrewFest.

Acceptance into the Northern Virginia Summer BrewFest does not indicate that The High Road, Inc., Vintage 50 Restaurant and Brew Lounge or Morven Park either supports or agrees with the activities or philosophies of any participant.

Signature _____ Date _____

Please submit applications to: The High Road, Inc., P. O. Box 2056, Springfield, VA, 22152
Fax: (703) 923-0816 Telephone: (703) 923-0800 Email: info@novabrewfest.com

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Exhibitor Space Guidelines
Morven Park, Leesburg, Virginia
June 23, 11am – 9pm & June 24, 11am – 7pm

ASSIGNMENTS AND SETUP: Booths are 10'x10' spaces unless otherwise agreed upon and the exact location will be available at Check-In. Exhibitors **must** remain in their assigned area and occupy their booths during open hours of the event.

Check In Times: 11:00 AM - 3:00 PM on Friday, June 22, 2012
7:00 AM - 9:00 AM on Saturday, June 23, 2012

Check-in on Thursday, June 23, 2011, may be possible with prior arrangement with Management.

*Included in the booth fee, each exhibitor will receive two (2) sampling glasses and wrist bands per day. Only exhibitors of legal drinking age may receive the wrist bands and glasses. These will be provided at check-in and proper identification **must** be shown.*

TENTS, TABLES, CHAIRS: Exhibitors may provide their own tents and other equipment. All tents must be staked securely in the ground. Management will provide the following per 10'x10' space: one (1) 8' table, two (2) chairs. Additionally, receptacles for the removal of trash and recyclable materials will be provided throughout the site. **Exhibitors may rent tents, or extra tables and chairs from Management. (A list of equipment and prices will be sent upon request.)**

EXHIBITION SPACE AND LOCATION: Exhibitor agrees to conduct all activities within the confines of the assigned display space and to restrict the volume level of electronics and other amplification equipment as well as personnel so as not to interfere with other participants. Exhibitor may distribute literature, perform service, and obtain future business leads, but may not solicit and/or accept donations or sell raffle tickets or chance tickets. Exhibitor is reminded that the Northern Virginia Summer BrewFest is an outdoor event. All exhibits and/or displays should be produced subject to weather conditions.

EXHIBIT VEHICLES: You must purchase sufficient space for any vehicle used for promotional purposes. Any such vehicle which is located on the field during the event will not be allowed to move until the event is cleared of attendees. (NOTE: Vehicles are not permitted under a tent per fire department regulations.)

CANCELLATION/REFUNDS: There is no rain date and fees are not refundable after June 1, 2012. A \$25.00 administrative fee will be charged for cancellations received between acceptance notification and June 1, 2012.

INSURANCE: Exhibitor must provide to The High Road, Inc. a Certificate of Insurance for General Liability Insurance (and Product Liability if applicable) in an amount not less than \$1 million, including Workers' Compensation. **Named Additional Insured** must be: The High Road, Inc., Vintage 50 Restaurant & Brew Lounge, and Morven Park.

ELECTRICAL: Exhibitor must provide electrical requests to Management on this form. Exhibitors may not run wires to other booths or outlets without approval from Management.

EQUIPMENT REMOVAL AND CLEAN UP: Exhibitors are responsible for the day-to-day cleanup of trash in the area around their booth and the appearance of their booth. Trash collection and removal will be provided by Management. Exhibitor agrees to remove all merchandise, displays, etc. not later than 5:00 p.m. on Monday, June 25, 2012. A cleanup fee of \$200 will be assessed if property is not removed at that time.

PARKING: Parking is permitted in designated areas only and admission to the field and designated parking areas is by permit only.

SALES TAX: Exhibitor is responsible to collect and remit Virginia sales tax on any sales transactions at the event. For information and forms: <http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax#Retail>

NOTE: Vehicles will NOT be allowed into the festival site before the official closing of the festival each day. While our VA ABC permit specifies that beer sampling must stop 60 minutes before the official close, public safety precludes vehicles entering the site prior to the official closing. Your cooperation is appreciated.

The High Road, Inc.

P. O. Box 2056

Springfield, VA 22152

Fax: (703) 923-0816

Telephone: (703) 923-0800

Email: info@novabrewfest.com