



Application and Payment Deadline: November 30, 2016

EVENT DATES: Friday December 9th 5:30 to 8:30 PM
Sunday December 11th 4:30 to 7:30 PM

EVENT LOCATION: Fireman’s Field Parking Lot 250 S Nursery Ave. Purcellville, Virginia

The Parks and Recreation Advisory Board hosts the Christmas Market to showcase local artisans and to offer the public the opportunity to purchase their hand crafted items.

Exhibitor Contact Information:

Company/Organization: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Best Phone #: _____

Exhibitor Fee/s:

\$35.00 one 10’ x 10’ Display Space (includes one or two day participation)

Participation Day/s: **Friday December 9, 2016** or **BOTH DAYS**
Sunday December 11, 2016

Payment must be made by cash or check (payable to Town of Purcellville). Credit card payments are NOT accepted by the Town of Purcellville. **Mail Application and payment to:** Town of Purcellville, Attn: Christmas Market, 221 S. Nursery Ave, Purcellville, VA 20132

Returned Check Fee is \$50.00

The Town of Purcellville reserves the right to decline a space to any applicant whose activity and/or exhibit is not consistent with the purpose of the participating event.

Exhibit Description:

Briefly describe and list the products/services to be sold. Include any additional specifics about your exhibit, including contests and give-a-ways, etc. ***Applications will not be considered without this information.***

Exhibitor Insurance

All Exhibitors are required to maintain general liability insurance with a minimum coverage of \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. The insurer must add the Town as an additional insured by endorsement to the general liability policy. A Certificate of insurance (COI) and the additional insured endorsement shall be provided to the Town by the exhibitor prior to the event evidencing compliance with these insurance requirements. **If you need information about how to obtain this insurance, please contact Melanie Scoggins at 540-751-2350.**

Exhibitor Authorization & Indemnification

The individual signing below verifies that he or she is legally authorized to bind and act on behalf of the participating Exhibitor. The Exhibitor, including all of its employees, agents, and other representatives, hereby agrees to hold harmless and to indemnify, defend and protect the Town of Purcellville and its Council Members, employees, agents, volunteers and other representatives against any and all claims, losses, damages and liabilities whatsoever to persons or property incurred as a result of the actions of the participating Exhibitor, including, but not limited to, the Exhibitor's installation, removal, maintenance, occupancy, and/or use of the exhibition premises or any part thereof. Exhibitor agrees that any damage to the property of the Town of Purcellville, including, but not limited to the Town of Purcellville, and any related equipment or property, due to the actions of the Exhibitor will result in a financial obligation of the Exhibitor to the Town of Purcellville to replace, repair or otherwise correct such damage. I agree that all representatives acting on the Exhibitor's behalf for any matter pertaining to the participating event will be subject to all rules herein as well as any rules provided to the Exhibitors' representatives prior to and/or during the participating event.

Print Name: _____

Title: _____

Signature: _____

Date: _____

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