

# WARSAW FEST 42ND

As Chairman of Warsaw Fest and on behalf of the Warsaw Richmond County Chamber of Commerce, I would like to send a personal invitation to join our annual Fall Event, Warsaw Fest. Warsaw Fest is both a historic event and an enjoyable day that is celebrated by the citizens of the Northern Neck and surrounding areas. It would be our pleasure to have your participation in this year's event.

Warsaw Fest will be held on **Saturday, October 12, 2024** 9am – 4pm in the **Warsaw Town Park**. In addition to filling the Main Street area with Vendor's/Exhibitors, the day's festivities will include a Baby/Beauty Pageant, Children's Rides & Games, Car & Truck Show, and a Grand Parade. While last year featured rain mid-morning, ending the event early, this year we are hoping for a beautiful day that is super successful for everyone!

This year we have decided to streamline our registration process. We have 3 vendor options: Food Vendor, Vendor 12x12, and Vendor 12x24. We also had to update the pricing on our event to make sure that we can cover all the costs behind the scenes that make the day run smoothly. If you are a Chamber Member- we do now offer a 20% discount off your vendor fee.

As always, spaces are reserved on a first come, first serve basis with payment made at the time of registration. Online Registration and Payment is available at [www.wrccoc.com](http://www.wrccoc.com). You will receive a confirmation notice via email when your registration has been received. At a later date, typically 2 weeks prior to the event, you will receive more information on your set up time, location, and further details for the day of the event by mail.

We are very aware of the hard work and dedication it takes just to exhibit your items for display and/or sale at these events. We know Saturday morning set up can be hectic. To minimize traffic in the area we are going to designate three half hour times to drop off your equipment and then park. You will get to choose your top 2 preferences and we will do our best to accommodate your first choice.

For further information on being a part of Warsaw Fest 2024, please visit us on the web at [www.wrccoc.com](http://www.wrccoc.com). We also suggest liking us at Warsaw Richmond County Chamber of Commerce on Facebook and joining the Warsaw Fest Event created for updates and emerging details. If you have any questions, comments, and/or suggestions please do not hesitate to contact me at 804.313.2252(voicemail), 804.832.4307(cell), or email: [warsawfest@gmail.com](mailto:warsawfest@gmail.com).

I sincerely thank you for your time and appreciate your support of our community.



Sara Carroll  
Warsaw Fest 2024 Chairperson



P. O. Box 1141  
Warsaw, VA 22572  
804-313-2252  
(Phone Messaging)  
[www.wrccoc.com](http://www.wrccoc.com)

**2024 Warsaw Fest Chairman:**  
Sara Carroll, WRCC President  
Attn: Warsaw Fest 2024  
P. O. Box 1141  
Warsaw, VA 22572

*Preferable methods of contact:*  
Email: [warsawfest@gmail.com](mailto:warsawfest@gmail.com)  
Direct Number: 804-832-4307

**Booth Set-up:**  
Saturday: 6:30 a.m. - 8:30 a.m.  
**During your assigned time.**

Exhibitors must be **SET-UP** and  
**OPEN** for business by **9:00 a.m.**

All vehicles must be removed from Event  
Grounds by 8:30 a.m.

# WARSAW FEST 2024

**Date: Saturday, October 12, 2024**

Time: 9:00 am – 4:00 pm (Booths must be ready by 9:00 am)

*\*If you are not present by 8:30 am, you lose your right to that booth space.*

*Last minute emergency contact, phone number is 804-832-4307*

*Location: Warsaw Town Park, 171 Main Street, Warsaw, VA 22572*

1. **SETUP:** Exhibitors may set up their booths on Saturday, October 12, 2024, between 6:30 am – 8:30 am, during assigned time. Unloading should be through the marked locations. **If exhibitors are not present by 8:30 am, booth space may be reassigned.**
2. **BREAKDOWN:** Exhibitors must remain open until 4:00 pm. All booths, displays, tents, and trailers must be removed from the site by 5:00 pm the day of the event. If not, it will be removed at the vendor's expense.
3. **FOOD VENDORS:** It is the responsibility of all food vendors to obtain Health Permits. Applications must be applied for at least two weeks in advance. Permits must be displayed at all times at the booth. Each vendor must remove their trash from the property. **Food Vendors are also responsible for paying Meals Tax on what is sold during the event.** Contact the Town of Warsaw at 804-333-3737 for more information.
4. **REFUNDS:** Warsaw Fest will be held RAIN OR SHINE. **There will be no refunds.**
5. **VEHICLES AND PARKING:** Vehicles will not be allowed on the event grounds between 8:30 am and 4:00 pm. In the event of extreme wet weather conditions vendors may not be allowed to drive in the grass. Exhibitors are requested to park in the Verizon parking lot. **No parking in the park or on the street during the day is allowed.** Please understand that this is a significant safety matter. Violators will be ticketed and towed at the owners' expense.
6. **PLACEMENT:** Space is limited. No exclusives will be offered. Booths are assigned on a first-come, first-serve basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber. Spaces can only be guaranteed if payment and registration form has been received by the chamber office. If there is no registration or payment, the space becomes available to any vendor wishing to reserve the space with registration and payment.
7. **ELECTRICITY:** We try to honor all requests for electricity, but there are limited connections. **All Food Vendors must provide their own generator** as there are not enough spaces to accommodate the amount of amps needed.
8. **TRASH REMOVAL:** Each applicant is responsible for the removal of trash in his/her area at the conclusion of the day. It must be removed from the property and not just left in or next to a trash bin.
9. **GENERAL RELEASE:** The exhibitor acknowledges and agrees that the Warsaw-Richmond County Chamber of Commerce is a non-profit business organization and is undertaking the sponsorship of and provision of exhibition space for the benefit of and as a service to its members. Accordingly, the exhibitor agrees to assume, and indemnify the Warsaw-Richmond County Chamber of Commerce and Town of Warsaw and does hereby assume all risks, responsibilities and liabilities to losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling, and removal of exhibits and displays, and, therefore, the Warsaw-Richmond County Chamber of Commerce and Town of Warsaw will have no responsibility.
10. The Chamber reserves the right to deny entrance on the day of the event if the above statement is not honored as presented and prohibits the sale of any item deemed inappropriate.
11. By signing the registration form, you agree to comply with and abide by these rules and regulations.

**Turn in registration form and keep this page for later reference.**

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Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Product and/or Business Description: \_\_\_\_\_

Do you need Electricity? YES or NO (**FOOD VENDORS MUST PROVIDE THEIR OWN GENERATORS**)

*I would like to unload: (pick top 2 choices)*

6:30 – 7:00       7:00 – 7:30       7:30 – 8:00

Check  your choice below:

| <input checked="" type="checkbox"/> | VENDOR TYPE      | PRICE |
|-------------------------------------|------------------|-------|
| <input type="checkbox"/>            | Vendor 12' x 12' | \$100 |
| <input type="checkbox"/>            | Vendor 12' x 24' | \$150 |
| <input type="checkbox"/>            | Food Vendor      | \$250 |
|                                     | Amount Due       |       |

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**MAKE CHECKS OR MONEY ORDERS PAYABLE TO:**

WARSAW RICHMOND COUNTY CHAMBER OF COMMERCE AND MAIL WITH THIS FORM TO:

Warsaw-Richmond County Chamber of Commerce, Attn: Warsaw Fest 2024, P.O. Box 1141, Warsaw, VA 22572