



**WELCOME TO
THE 27TH ANNUAL FALL JUBILEE!**

Fall Jubilee is a community-spirited, family-oriented event. The Jubilee includes live music, performances by local groups and entertainers, children's activities and a wide variety of foods. Booths of handmade arts and crafts are the main attraction of the Jubilee, with more than 100 exhibitors at the event. The 2008 festival attracted over 35,000 people! Fall Jubilee is free and open to the public.

LOCATION

Old Town Manassas (Street Festival)

BOOTH SPACE

- Spaces are 10' x 10' or 20' x 10'.
- No Electricity is available.
- Vendors are responsible for set up, supervision, and attending their booths.
- Props, tables, tents, and chairs are the vendor's responsibility.

Fall Jubilee Vendors are covered by HMI's business permit from the City of Manassas. All applicable taxes are the responsibility of the vendor.

APPLICATION GUIDELINES

- All work that is displayed and made available for sale must be original and hand-crafted by the exhibitor. All exhibitors must represent their own work.
- All exhibitors must show the work that was submitted and approved for selection, and only that work. HMI will review all exhibits before the festival opens and any work not previously approved must be removed.
- Mass-produced, commercially-oriented items will not be permitted. Items made from a kit, commercial pattern, or manufactured are unacceptable. Also unacceptable are commercially preprinted materials used as a major element of the product, i.e., simply embellishing a commercial product is not acceptable.
- All work must be produced in the United States by the exhibitor. Unacceptable are items purchased for resale by a third party, including imports.
- All fine arts of any medium are acceptable. Every attempt will be made to include a variety of styles, techniques, experiences, and media.
- Artisans/Crafters are encouraged to demonstrate their skills during the festival.

APPLICATION PROCESS

- Application will be considered until August 28, 2009. No telephone reservations will be accepted.
- The enclosed application form, three (3) quality photographs (***new vendors only***) that represent the items intent for sale and/or display and booth set up, signed acknowledgement of terms and conditions, a self-addressed stamped envelope and payment should be mailed to:
Historic Manassas, Inc., attn: Fall Jubilee, 9366 Main Street, Manassas, VA 20110.
- Any application missing any of these elements will not be considered. Photos must be clearly marked with vendor's name and exhibit name. Checks should be made payable to ***Historic Manassas, Inc.***

BOOTH COST*

Each 10' x 10' space: \$100.00

Each 10' x 20' space: \$175.00

****All fees are non-refundable.***

SCHEDULE

Saturday, October 3, 2009*

Set up: 7:00am to 9:00am **

Exhibit Hours: 10:00am to 5:00pm

Break-down: 5:00pm to 6:00pm

**** There is no rain date.***

***** All vehicles must be out of the festival area by 9:00 am—NO EXCEPTIONS.***

CALL 703-361-6599 FOR MORE INFORMATION.



DISPLAY APPLICATION FORM

COMPANY _____

TAX ID # _____

CONTACT _____

MAILING ADDRESS _____

CITY _____ STATE _____

ZIP _____ E-MAIL _____

PHONE _____ FAX _____

PRODUCT DESCRIPTION: _____

EXHIBIT SPACE REQUEST (PLEASE CHECK ONE):

SMALL 10' X 10' - \$100.00

LARGE 10' X 20' - \$175.00

AMOUNT OF CHECK ENCLOSED: \$ _____

NUMBER OF VEHICLE STREET PASSES REQUIRED: 1 2 3

HOW DID YOU HEAR ABOUT THE FALL JUBILEE?

PAST VENDOR* VENDOR REFERRED HMI WEBSITE/INTERNET

OTHER _____

General application deadline is August 28, 2009.

****Application deadline for repeat vendors requesting same space is August 1, 2009.***

CALL 703-361-6599 FOR MORE INFORMATION.

27TH ANNUAL FALL JUBILEE TERMS AND CONDITIONS

The 27th Annual Fall Jubilee (hereby after called the Organizer) and the Artisan/Crafter agree that reservations and booth selection will be accepted on a first come, first serve basis. Payment must accompany the entire completed application form. Applications from **new vendors** will not be accepted without completed application form, three (3) quality photographs that represent the items intent for sale and/or display and booth set-up, signed acknowledgement of terms and conditions, payment, and a self-addressed stamped envelope. All checks are to be made payable to Historic Manassas, Inc.

Artisan/Crafter will provide Federal Tax ID # or other Tax ID to the Organizer.

Artisan/Crafter understands that exclusivity of exhibitors is not offered.

Artisan/Crafter understands that this agreement does not authorize the Organizer to obligate or award appropriate funds or future business. Future sponsorship, if any, will be governed under separate agreements.

Artisan/Crafter agrees that all fees are non-refundable.

Artisan/Crafter agrees not to sublet space or exhibit merchandise other than specified without permission from Organizer. The Organizer must approve all items that are to be sold at Artisan/Crafter's booth. Organizer reserves the right to reject or restrict any exhibit.

Artisan/Crafter understands that booth locations are subject to change without notice. Booth exhibit areas include 10'x10' or 10'x20' space. No electricity is available. Booth exhibit spaces should be decorated by Artisan/Crafter to reflect a "Fall" theme whenever possible.

Artisan/Crafter agrees that no out of booth solicitation is permitted.

Artisan/Crafter agrees that all work displayed and made available for sale must be original and hand-crafted by the exhibitor. All exhibitors must represent their own work.

Artisan/Crafter agrees that all Artisan/Crafter products and signage must fit within booth space. Nothing may obstruct the free flow of pedestrian traffic on walkways, sidewalks, roads, driveways, parking lots, or any other area used for such traffic.

Artisan/Crafter agrees that all displays will be fully set up by 9:00 am on Saturday, October 3, 2009. No vehicles will be allowed into exhibit area after 9:00 am. Artisan/Crafter agrees that storage space is confined to assigned table/booth area.

Artisan/Crafter agrees to complete booth breakdown by 6:00 pm on Saturday, October 3, 2009.

Artisan/Crafter agrees to have his/her booth staffed during the entire event. Booth space must be maintained in a clean and orderly manner at all times and be clean and orderly upon departing the Jubilee.

Artisan/Crafter understands that the playing of loud music or other loud noise is not permitted.

Artisan/Crafter understands that all displays and/or products or services offered in the display must be related to their organization.

Artisan/Crafter agrees that raffles may be held only if prior notification is given to Organizer and Organizer approves said raffle.

Artisan/Crafter will indemnify, defend, and hold harmless the Organizer, City of Manassas, its officers, board of directors and employees, successors, and assigns from any claims, damages, liabilities, losses, government proceedings, and cost and expenses, including reasonable attorneys' fees and costs of suit, arising out of any or all aspects of this Agreement and Artisan/Crafter's activities hereunder. Third parties will look solely to the Artisan/Crafter for any payment and satisfaction of any obligation or claim arising from this event, or any act of omission by it in the performance of the Non-profit's activities as outlined in the agreement.

By completing and signing this application form, I agree to comply with all the rules and regulations of the Fall Jubilee. I understand that non-compliance with any rule or regulation may jeopardize future Jubilee Participation for my organization.

SIGNATURE _____

DATE _____

Please send this signed form with full payment no later than August 28, 2009 to:

27th Annual Fall Jubilee
Historic Manassas, Inc.
9366 Main Street
Manassas, VA 20110
Fax: 703-361-6942