



# Oktoberfest Vendor Terms & Conditions

NOVA LIVE at Innovation Park  
9901 Discovery Blvd Manassas, VA 20109

## 1. EVENT INFORMATION

### Event Dates & Hours

- Friday, September 18, 2026  
4:00 PM – 9:00 PM
- Saturday, September 19, 2026  
11:00 AM – 9:00 PM
- Sunday, September 20, 2026  
11:00 AM – 5:00 PM

Oktoberfest is a rain-or-shine event unless otherwise determined by NOVA LIVE management due to severe weather or safety concerns.

## 2. VENDOR ELIGIBILITY

This event is limited to approved arts & crafts vendors only. Food vendors are not permitted. Submission of a vendor application does not guarantee acceptance into the event. Preference may be given to vendors participating all three event days. Only items approved through the application process may be sold or displayed during the event. NOVA LIVE reserves the right to reject any application or remove any vendor, product, display, or activity deemed inappropriate or inconsistent with the event.

## 3. VENDOR FEES

A non-refundable vendor participation fee of \$100 is required upon acceptance into the event. Submission of an application does not guarantee acceptance. Vendor space is not considered reserved until payment has been received and approved by NOVA LIVE management. Payment must be received within seven (7) days of vendor acceptance unless otherwise approved by event management. Failure to submit payment within the required timeframe may result in forfeiture of vendor space. Vendor fees are non-refundable, including in the event of vendor cancellation or non-attendance.

## 4. VENDOR SPACE ASSIGNMENTS

Vendor space assignments are determined by NOVA LIVE management. While reasonable efforts will be made to accommodate requests, specific placement locations are not guaranteed. NOVA LIVE reserves the right to relocate or modify vendor spaces at any time as necessary for operational, safety, or logistical purposes. Vendors may not sublease, share, or transfer their assigned space without prior written approval. Exclusivity is not guaranteed. Vendors offering similar products may be located near one another.

## 5. SETUP & BREAKDOWN

### Vendor Check-In & Setup

- Friday, September 18, 2026  
1:00 PM – 3:30 PM

All vendors must check in with event staff prior to setup. All vendor spaces must be fully set and all vehicles removed from vendor areas no later than 3:30 PM on Friday, September 18, 2026.

### Breakdown & Load-Out

- Sunday, September 20, 2026  
5:00 PM – 9:00 PM

Early breakdown is strictly prohibited unless approved by event management. All merchandise, displays, equipment, and materials must be removed from the property no later than 9:00 PM on Sunday, September 20, 2026. Vendors are responsible for any damage caused during setup or breakdown.



## 6. VENDOR RESPONSIBILITIES

Vendors are responsible for providing all necessary equipment, including but not limited to:

- Tents
- Tent Weights
- Tables
- Chairs
- Extension Cords
- Lighting
- Display Materials

All tents must be properly weighted and secured at all times. Stakes may be used. Vendor booths must remain staffed during all event operating hours. Vendor spaces must remain clean, organized, and professional throughout the event. Large trash receptacles will be available throughout the campus and event area. Vendors are responsible for disposing of all trash generated within their booth space. Vehicles are not permitted within vendor areas during event operating hours unless authorized by event staff. Amplified music, speakers, microphones, generators, or sound systems are prohibited unless approved in advance by event management.

## 7. PROHIBITED ITEMS

The following items are prohibited from being sold, displayed, or distributed:

- Alcoholic beverages
- Food or beverages
- Weapons of any kind
- Illegal or counterfeit merchandise
- Hazardous materials
- Offensive or obscene materials
- Political campaign materials
- Any item deemed inappropriate by NOVA LIVE management

NOVA LIVE reserves the right to require immediate removal of prohibited items.

## 8. REQUIRED DOCUMENTATION

All approved vendors must submit the following documentation no later than ten (10) days prior to the event:

- Valid Business License
- Certificate of Insurance (COI)

Failure to provide required documentation by the deadline may result in cancellation of participation without refund.

## 9. CONDUCT

Vendors, employees, representatives, and guests are expected to conduct themselves in a professional and respectful manner at all times.

NOVA LIVE reserves the right to remove any vendor or individual for:

- Disruptive behavior
- Unsafe conduct
- Violation of event policies
- Failure to comply with event staff directions
- Inappropriate or offensive behavior

Removal from the event for policy violations may occur without refund.

## 10. WEATHER POLICY

Oktoberfest is a rain-or-shine event. No refunds or credits will be issued due to weather conditions, including rain, wind, heat, or other environmental conditions, unless the event is fully canceled by NOVA LIVE. In the event of severe weather or emergency conditions, NOVA LIVE reserves the right to delay, suspend, modify, or cancel event operations at its sole discretion.



### **11. CANCELLATION POLICY**

Vendor fees are non-refundable once a vendor has been accepted into the event. Failure to attend the event or cancellation by the vendor will result in forfeiture of all fees paid. NOVA LIVE reserves the right to cancel participation for failure to comply with these Terms & Conditions.

### **12. LIABILITY & RELEASE**

Vendors participate in Oktoberfest at their own risk. NOVA LIVE, Villagio Hospitality Group, 2 Silos Brewing Co., event staff, sponsors, affiliates, property owners, and representatives shall not be held responsible for:

- Theft
- Loss of merchandise
- Property damage
- Personal injury
- Weather-related damage
- Accidents
- Acts of God
- Any other loss or claim arising from participation in the event

Vendors are solely responsible for securing and insuring their own merchandise, displays, equipment, and personal property. By participating in the event, vendors agree to release, indemnify, and hold harmless NOVA LIVE, Villagio Hospitality Group, and all affiliated parties from any claims, liabilities, damages, losses, costs, or expenses arising from participation in the event.

### **13. PHOTOGRAPHY & MARKETING RELEASE**

By participating in Oktoberfest, vendors grant NOVA LIVE and Villagio Hospitality Group the right to photograph and record vendor booths, products, displays, staff, and activities during the event for promotional, marketing, advertising, website, and social media purposes without compensation.

### **14. ACCEPTANCE OF TERMS**

Submission of a vendor application and participation in Oktoberfest constitutes acknowledgment and acceptance of all Terms & Conditions outlined in this document. NOVA LIVE reserves the right to update or modify these Terms & Conditions at any time as necessary for event operations, logistics, or safety.