



## Event **FACT** Sheet

<b>Festival Date</b>	Friday, September 20 <sup>th</sup> Saturday, September 21 <sup>st</sup> Sunday, September 22 <sup>nd</sup>
<b>Event Presenter's</b>	Farm Brew LIVE
<b>Location</b>	Farm Brew LIVE At Innovation Park 9901 Discovery Blvd, Manassas, VA 20109
<b>Festival Hours</b>	Friday: 4:00pm – 10:30pm Saturday: 11:00am – 10:30pm Sunday: 11:00am – 7:00pm
<b>Check-In</b>	Check in at 2 Silos Brewing Co. to receive your space assignment.
<b>Teardown</b>	Sunday: 7:00pm – 9:00pm Monday: 8:00am – 11:00am
<b>Event Coordinators</b>	<b>Jolene Palacios</b> Email: <a href="mailto:Jolene.palacios@villagiogroup.com">Jolene.palacios@villagiogroup.com</a>

We encourage you to bring your own banners, promotional materials and back drops to use in your space.

Large trash containers are positioned throughout the campus. It is your responsibility to empty your trash container into one of the larger containers on the campus.



## FESTIVAL HOURS

Friday, September 20 <sup>th</sup> , 2024	4:00 PM – 10:30 PM
Saturday, September 21 <sup>st</sup> , 2024	11:00 AM – 10:30 PM
Sunday, September 22 <sup>nd</sup> , 2024	11:00 AM – 7:00 PM

*It is required that every exhibiting company has staff in their booth throughout the entire festival*

<b>MOVE-IN DAY AND HOURS</b>	<b>MOVE-OUT DAY AND HOURS</b>	
<b>Friday</b>	<b>Sunday</b>	<b>Monday</b>
<b>September 20</b>	<b>September 22</b>	<b>September 23</b>
<b>11:00 AM – 3:00 PM</b>	<b>7:00 PM – 9:00 PM</b>	<b>8:00 AM – 11:00 AM</b>
<b>Move-IN Must Be Completed By 3:30 PM</b>	<b>Move-OUT Must Be Completed By 9/23/24 11:00 AM</b>	

All food vendors must be set and ready for possible Fire Marshal inspection no later than 3:30 PM on Friday, September 20, 2024

## REQUIRED FORMS & INSURANCE

A copy of all Health Department Permits, Insurance Certificates and Business Licenses must be turned into the event coordinator prior to the event.

Festival Management is insured against public liability and property damage claims arising out of the conduct of the festival. The insurance does not, however, cover exhibitor's properties, which are placed on display at the exhibitor's own risk. Every reasonable precaution will be taken to protect such exhibitor's properties, but Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes. Management also assumes no responsibility or liability for injury to any officer, employee or agent of the exhibitor, or to any other person, occurring by reason of anything connected with exhibitor's participation in the festival. It is recommended that exhibitors insure against such hazards.

## STAFFING

All exhibit booths must be staffed during festival hours. Please be certain that you have a responsible representative remain with your display at the close of the festival.



## Exhibitor Terms & Conditions - Please retain a copy of this for your records.

### PARTICIPATION:

Upon acceptance of your completed Registration Form and written confirmation from Farm Brew LIVE, the following Terms and Conditions will be in effect.

### Farm Brew LIVE AGREES TO:

- A. Provide the participants with a vendor space.
- B. Farm Brew LIVE reserves the right to rearrange the floor plan at any time and/or relocate exhibitors should it become necessary in the judgment of the Event Coordinator(s).
- C. Items in the Festival tents are the responsibility of the exhibitor. Farm Brew LIVE is not responsible for items that are stolen or lost.

### THE EXHIBITOR AGREES TO:

- A. Promote and display only products that will fit the venue of this event.
- B. Accept the location of the assigned space. All space location preferences will be given fair consideration.
- C. Not to share the assigned space with unauthorized vendors or personnel.
- D. Not to serve any form of alcoholic beverages to persons under the age of 21.
- E. Provide a qualified representative during the show duration.
- F. Refrain from dismantling the space before the move-out day and hours listed.
- G. Remove all materials from the Festival site no later than 11:00am on Monday, September 24, 2023.
- H. Release Farm Brew LIVE and Villagio Hospitality Group of any liability and/ or losses due to participation. This refers to late product shipments, in-transit damage, loss of samples and unauthorized removal of equipment or supplies at the end of the Festival.
- I. Complete all questions on the Registration Form no less than 10 days prior to the day of the event.
- J. **Exclusivity is not guaranteed.** It is possible, and in some cases probable, that companies offering similar products will participate in this event. Their locations may be near or next to one another. Farm Brew LIVE will make every effort to place like companies apart, but it **cannot be guaranteed**.
- K. Exhibitor **MUST** provide a copy of their Health Department Permits, Insurance Certificate, and Business License no less than 10 days prior to the day of the event.

***By completing the online vendor registration form, I agree and accept the Terms and Conditions for participation as listed above.***