



Event **FACT** Sheet

Festival Date	Friday, September 19 th Saturday, September 20 th Sunday, September 21 st
Event Presenter's	Nova LIVE (formally Farm Brew LIVE)
Location	Nova LIVE At Innovation Park 9901 Discovery Blvd, Manassas, VA 20109
Festival Hours	Friday: 4:00pm – 9:00pm Saturday: 11:00am – 9:00pm Sunday: 11:00am – 5:00pm
Check-In	Proceed to the vendor check-in table upon arrival and prior to setup. Your vendor space assignment may be subject to change at the discretion of the managers on duty.
Teardown	Sunday: 5:00pm – 9:00pm
Event Coordinators	Jolene Palacios Email: Jolene.palacios@villagiogroup.com

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 19 th , 2025	4:00 PM – 9:00 PM
Saturday, September 20 th , 2025	11:00 AM – 9:00 PM
Sunday, September 21 st , 2025	11:00 AM – 5:00 PM

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

MOVE-IN DAY AND HOURS	MOVE-OUT DAY AND HOURS
Friday	Sunday
September 20	September 22
1:00 PM – 3:00 PM	5:00 PM – 9:00 PM
Move-IN Must Be Completed By 3:30 PM	Move-OUT Must Be Completed By 9/21/25 7:00 PM

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.

Nova LIVE AGREES TO:

- A. Provide the participants with a vendor space and vendor pass.
- B. Nova 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. Nova LIVE is not responsible for items that are stolen or lost.

THE EXHIBITOR AGREES TO:

- A. Promote and display only products that was on the vendor registration form.
- B. Present vendor pass to the vendor liaison prior to setup.
- C. Accept the location of the assigned space. Understand that assigned space may be subject to change at the discretion of the management team at Nova LIVE. All space location preferences will be given fair consideration.
- D. Not to share the assigned space with unauthorized vendors or personnel.
- E. Not to serve any form of alcoholic beverages to persons under the age of 21.
- F. Provide a qualified representative during the show duration.
- G. Refrain from dismantling the space before the move-out day and hours listed.
- H. Remove all materials from the Festival site no later than 7:00 PM on Sunday, September 21, 2025.
- I. Release Nova 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.
- J. Complete all questions on the Registration Form no less than 10 days prior to the day of the event.
- K. **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. Nova LIVE will make every effort to place like companies apart, but it **cannot be guaranteed.**
- L. 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.