



# Signature Events Vendor Handbook

## About HMI

Historic Manassas, Inc. (HMI) is a 501(c) (3) charitable, non-profit corporation funded by private donations and the City of Manassas. Since February 1986, HMI is an accredited Virginia Main Street organization, and has been leading the revitalization and promotion of Historic Downtown Manassas. HMI also manages the City's Visitor Center, the Historic Manassas Farmers Market, annual signature events, including the Railway Festival, Celebrate America, and the Fall Jubilee, and the Holiday Market.

## Document Purpose

To ensure the effective and consistent administration of HMI events, the following policies, rules, and regulations have been established and will govern all aspects of events organized by HMI.

## Application Process

Applications are submitted online at [MarketSpread.com](https://MarketSpread.com) and involve two simple steps:

- **Step 1:** Create or update your Vendor Profile on MarketSpread. Ensure your contact information is accurate and any links you provide are operational. Complete your product list and upload photos of your product(s).
- **Step 2:** Complete the application for the selected event and pay the non-refundable \$25 application fee. This fee must be submitted prior to consideration in the selection process. Incomplete applications may not be reviewed and cause delays in the selection process. Your application status will be updated throughout the review process, and you will be notified via email.\* You may check your application status by logging into your MarketSpread account.

\*Filling out the application does not imply nor guarantee a space in the event. HMI reserves the right to deny any vendor application and/or prohibit any product from being sold at an event.

**If you have any questions, please contact the Events and Vendor Coordinator via email at [jheanel@historicmanassasinc.org](mailto:jheanel@historicmanassasinc.org) or via phone at 703-361-6599.**



## Vendor Guidelines

### Vendor Spaces

- Vendor spaces are assigned at the discretion of HMI's Events & Vendor Coordinator.
- Vendor agrees not to sublet space or exhibit merchandise other than what was specified in application without permission from the Events & Vendor Coordinator. HMI must approve all items that are to be sold at Vendor's booth and reserves the right to reject or restrict any exhibit.
- Each vendor is provided with a 10' x 10' space which can accommodate a 10x10 tent. If you go outside the 10x10 space, you will be required to pay for the additional space. Nothing may obstruct the free flow of pedestrian traffic on walkways, sidewalks, or any other area used for such traffic.
- Access to electricity is not guaranteed and is provided at the Events & Vendor Coordinator's discretion. Vendors approved to use electrical power are responsible for providing their own long outdoor extension cords. They shall be protected against damage and shall not present a trip hazard.
- Vendor understands that exclusivity of exhibitors is not offered.
- There is no smoking in tent spaces.
- Rude, aggressive, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff, volunteer, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future events.
- HMI reserves the right to refuse entry into, and/or revoke any registration for, any event for any reason in its sole discretion with refund of any applicable registration fees being the sole remedy of any such refusal and/or revocation.

### Booth Set Up

- Setup usually starts 2-3 hours before the event starts and break down occurs within 1-2 hours after the event ends. More detailed information regarding each of our events, including Vendor Layout and assigned spaces is shared one to two weeks before the event date.
- Spaces will be clearly marked, and staff and volunteers will be present to direct vendors to their assigned area for set-up. Due to safety reasons, vendors who arrive before their communicated arrival time or after the start of the event may forfeit pre-assigned booth location and be assigned an alternate location. **NO REFUNDS WILL BE ISSUED.**



- Vendors are expected to unload all of supplies and products in their designated space, park vehicles, and then return to unpack products and set up the booth space. The reverse is also true for load-out.
- All vendors must be completely set up 15 minutes prior to the event start and remain set-up and in place until the event end time. To prevent accident or injury, any vendor wishing to leave early **MUST NOTIFY AND GET PRIOR APPROVAL** from the Events & Vendor Coordinator. With permission, booths that can be packed-up and “walked-out” will be allowed to do so. No vehicles will be allowed on the event’s footprint.
- Vendors are required to bring their own equipment, including a 10x10 canopy tent, tables, chairs, and a 3x5 or larger banner or sign with your company name. The company name should be large enough to be read from 20 feet away.
- For safety reasons, **all tents MUST be secured with weight of 30-lbs per leg regardless of the weather.** Weights must be secured to tents with bungee cords or Velcro to ensure they do not become detached from the tent legs. Weights that sit unattached on the tent legs are not acceptable. Disk Weights are not preferred, but if used, must add up to 30lbs or more on each tent leg and be attached securely. If tents are NOT adequately secured, we will require the Vendor to take tent down and they may be fined.
- Vendor agrees to have his/her booth staffed during the entire event. **No out of booth solicitation** is permitted including the use of amplification.
- Vendors are not allowed to use amplified music or paging systems. Amplified music is only for entertainment arranged by HMI.
- Booth space must be maintained in a clean and orderly manner at all times and be clean and orderly upon departing the event. All trash generated by vendors must be removed at the end of the day and disposed of in a nearby City Dumpster or taken off-site for disposal. On-site trash receptacles are for customer use only. **Vendors will be fined \$125 if HMI has to clean their spaces after departing the event.**

### **Inclement Weather**

- All HMI events are outdoors and held rain or shine.
- Our policy is not to cancel the event unless we determine that it will be hazardous for attendees or are required to do so by local or state authorities. Because weather conditions change regularly and we rely on guidance from various sources to make the best decision for the safety of vendors and customers, HMI is unlikely to cancel an event more than a day in advance.
  - While vendors may cancel at any time for their own personal reasons, there are **no refunds and no transfers** from one event to another once the



application has been processed unless the event is canceled by HMI due to health and safety reasons.

- In the event of emergencies such as lost and found children, shelter-in-place situations, or the need for closure of the event, important messages will be broadcasted through amplified sound systems throughout the venue. It is vital that both vendors and attendees promptly follow the instructions provided in these messages to ensure everyone's safety and an orderly evacuation.

### Food Vendors

- Food Vendors and any Specialty Food Artisans that offer samples are responsible for all required Prince William County Health Department permitting and be in compliance with all regulations. In order to qualify for a permit to sell gourmet foods at craft shows in Virginia, business owners must have a commercial grade kitchen that has been inspected by the state or a Home Food Processing Operation permit from the Virginia Department of Agriculture and Consumer Services (VDACS).
- The county requests that vendors submit applications at least 14 days prior to the event and will not guarantee approval after that. A \$40 fee is to be paid once per year. The **exception to the fee** is if you already have a valid permit from the state of Virginia but a different jurisdiction – **you will still need the application and a copy of your permit, but you will not owe a fee.** Out of state vendors will need to pay the fees with their applications if not permitted anywhere in Virginia.
  - Contact: Prince William County Health District, Division of Environmental Services, 8470 Kao Circle, Manassas, VA 20110. Point of contact is Angela Jones Email: [Angela.Jones@vdh.virginia.gov](mailto:Angela.Jones@vdh.virginia.gov). Phone: 703-792-6310, option 1.
- All food trucks must have a current valid Fire Prevention Code Permit. This is issued by the Fire Marshals' Office in the jurisdiction that the food truck is registered in. (VSFPC 319.2). If the food truck is registered in the City of Manassas, and does not have a current permit, please call 703-257-8455 to schedule an inspection at least two weeks prior to the event. There is no fee for inspection or permit.
- HMI has no say over the Health Department requirements and is not responsible for a vendor's late submission or a denial of permit.
- In addition to Virginia States Sales Tax, the City of Manassas charges a 4% tax on prepared food and drink for immediate consumption. The tax must be collected from the customer and remitted by the vendor on or before the 20th of the following month to the Commissioner of the Revenue. Please complete the form [HERE](#) before the event to get started. For further assistance in this matter, vendors can contact 703-257-8214 or [lpullen@ci.manassas.va.us](mailto:lpullen@ci.manassas.va.us)



### Use of Propane

- Liquefied Propane Gas (propane) use limited to food preparation; tents must be flame retardant if cooking with open flame; LPG cylinder size limited to 20 pounds, secured against tipping, and stored in stable enclosures.
- Commercial food preparation vehicles/trailers use appropriate size LPG container per manufacturer's recommendation; cylinders must have current hydrostatic test date.
- Store extra gas away from operating generators; ensure fire extinguishers are readily available.
- Each cooking tent/structure/vehicle/trailer must have at least one 2A:10B:C fire extinguisher; those using combustible cooking media require a Type K fire extinguisher.

### Liability Insurance

- If your application is approved, a certificate of liability insurance **in the amount of \$1,000,000 per occurrence naming the City of Manassas AND Historic Manassas, Inc. as additional insured is required.** An endorsement of the policy must accompany your certificate of insurance.
- Include the following language under the Description of Operations (Additionally Insured):
  - “Historic Manassas, Inc. and the City of Manassas, their directors, officers, employees, and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract.”
- **Identify the certificate holder as:**  
Historic Manassas, Inc. and the City of Manassas  
9431 West Street  
Manassas, VA 20110
- If you need to include an email address, please use [info@historicmanassasinc.org](mailto:info@historicmanassasinc.org).
- If you need to send a paper copy, please have your insurance agent send the COI and Endorsement documents to the address listed for the Certificate Holder, attention: Jheanel Butler.
- Please see the next page for a sample Certificate of Insurance you can present to your insurance agent to ensure they provide the correct additionally insured coverage.

**Vendors may not begin to participate without a completed application, all fees are paid, a valid certificate of insurance, and applicable food permits are submitted.**



