



Marshall

MOVING FORWARD

Marshall Fall Fest Vendor Code of Conduct 2023

Comment to Our Community

The goal of the Fall Fest volunteers and vendors is to ALWAYS act in a friendly, professional manner and be willing to serve our guests. By offering a space at the Fest, we are asking for commitment from each vendor and vendor representative to be upheld at all times.

The Fall Fest will be held at 8374 West Main Street, Marshall, VA, 20115 on the north corner of Frost Street and Main Street.

We kindly ask vendors to:

- Submit market dues prior to set up on the day of the event
- Offer only products that you are eligible to sell under your own business license.
- Be set up and ready-to-go by the advertised start time. You will be provided a 10x10 outdoor space to set up.

Please contact the Fest Manager if you request additional accommodations.

- Be present at your booth throughout the duration of the event. If you must leave early due to an unforeseen circumstance, please contact the Manager.
- Only attend the event if you are healthy and have self-screened for illness that day
- Acknowledge and welcome all guests that come to your booth by providing the highest level of hospitality.
- Promote safe operation and comply with all appropriate safety and health regulations.
- Promptly report safety and health hazards so they can be corrected before injuries results.
- Answer all volunteer or staff questions factually and knowledgeable.
- Seek to proactively resolve potential conflicts with guest or other vendors, request help from Event Volunteer, if needed.

Vendors who engage in any of the following are subject to Expulsion from the future.

- Carelessly or willfully causing destruction of any property on the grounds.
- Threatening or assaulting a fellow vendor, staff, or member of the public.
- Acting or speaking in a manner that is disruptive to the public or fellow vendors.
- Conducting any other types of business transaction not approved by event staff.

No Show

- Vendors are required to contact the Fest Manager at least 24 hours prior to an event via email info@marshallvirginia.com or by phone 540-364-9500 if they are unable to attend an event due to an unforeseen circumstance. No Refunds.

Violation of any of these terms will result in immediate expulsion from a future event. I have read, and understand, and will comply with the above information. For questions, please contact Michelle Hermsdorf at michelle.hermsdorf@fauquiercounty.gov or 540-422-8892. All vendors must also complete the application located on www.marshallvirginia.com.

Signature _____ Print Name/ Business _____

Date _____