



Virginia Credit Union Cap2Cap presented by Dominion Energy Friday, May 10th and Saturday, May 11th, 2024

Vendor Expo Details

LOCATION & HOURS

Friday 5/10/24 at Chickahominy Riverfront Park (1350 John Tyler Highway, Williamsburg, VA 23185)

Setup: 10:00 am - 10:30 am

Expo: 11:00 am - 4:30 pm

Breakdown: 4:30 pm - 5:30 pm

Saturday 5/11/24 at Dorey Park (7200 Dorey Park Drive, Henrico, VA 23231)

Setup: 10:00 am - 10:30 am

Expo: 11:00 am - 4:30 pm

Breakdown: 4:30 pm - 5:30 pm

FEE

\$150: Includes vendor space at both Party Zones

\$100: Vendor space at either Friday or Saturday's Party Zone

Vendors Provide

- 10x10 tent canopy
- All supplies, giveaways, company banner, etc.
- Personnel & will communicate event instructions to them
- Applicable vendor fee

Virginia Capital Trail Foundation Provides

- Vendor Expo space at one or both venues
- 6' table and 2 chairs
- 2 lunches
- Mention on event website
- Access to more than 1500 cycling enthusiasts

Vendor Application

Company/Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website address: _____

Description of products/services to be exhibited: _____

Which day(s) you will be attending?: Friday Saturday BOTH

Do you need a 10x10 tent provided for you (*limited availability*)?: Yes No

Signature: _____ Date: _____

Once you submit your application, we will email you regarding approval and confirm the payment amount and make payment arrangements.

Checks are to be made payable to the Virginia Capital Trail Foundation and mail to:
200 South 3rd Street, Richmond VA, 23219

Payment can also be submitted at <https://www.virginiacapitaltrail.org/donate-today>
In the "Comments" box, write "Cap2Cap 2024 Vendor".

*All vendors must confine their displays to the space provided. Please note: **No electrical hookups are available.**
The Virginia Capital Trail Foundation will not accept responsibility for any loss or damage.
The Virginia Capital Trail Foundation has the right to approve or not approve vendors.*

Vendor space location and parking information will be provided via email closer to the event.

**Please return completed application with payment to the Virginia Capital Trail Foundation
no later than Friday, April 12th, 2024.**

Direct questions to info@virginiacapitaltrail.org