Friendship Veterans Fire Engine Association

107 South Alfred Street | P.O. Box 22505 | Alexandria, Virginia 22314

Friendship Firehouse Festival - 2026 Vendor Application

Event Overview

The Friendship Firehouse Festival is a one-day community event hosted by the Friendship Veterans Fire Engine Association. The 2026 festival will take place on Saturday, August 1, 2026, from 9:00 AM to 2:00 PM on the 100 block of South Alfred Street, in front of the Friendship Firehouse Museum in Old Town Alexandria.

The festival is especially well timed as communities across the country prepare to commemorate the 250th anniversary of the United States. It is a meaningful opportunity for vendors to participate in a community celebration rooted in history, civic pride, and local tradition.

Net proceeds from the event support the Friendship Firehouse Museum and the charitable and philanthropic activities of the Friendship Veterans Fire Engine Association, a Virginia corporation recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Donations are welcome and appreciated.

For more information, please visit www.friendshipfireco.org.

Vendor Information

- Please complete this Vendor Application and submit it with payment, if applicable, to request/reserve vendor space.
- Vendor set-up begins at 7:00 AM.
- All vendors must vacate Alfred Street by 4:00 PM.
- Limited vendor parking will be available.
- Vendors are responsible for providing their own tents, tables, chairs, displays, and other needed materials unless confirmed in writing.
- Vendor location assignments, special placement requests, and any fee waivers are subject to review and approval by FVFEA and/or appropriate event authorities.

Vendor Fees

CATEGORY	FEE
Commercial Vendor	$150.00
Nonprofit Organization	$75.00
City, Government, Public Safety, or Community Agency	No fee, unless otherwise confirmed
Food / Beverage Vendor	No fee unless otherwise confirmed; donation or sales contribution may be arranged separately
Additional Booth / Extra Space	Subject to availability and advance approval; additional fee may apply
Invited / Comped Participant	No fee, if approved by FVFEA

All fees, booth assignments, special requests, and fee waivers are subject to review and approval by FVFEA.

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Vendor Location / Special Requests

Preferred Vendor Location/Special Placement Request

Requests may include proximity to another vendor, shade, accessibility considerations, vehicle access, or other setup needs. Preferred locations are not guaranteed.

Electricity Requested: ☐ Yes ☐ No

If yes, describe equipment requiring power:

Fee Category

- ☐ Commercial Vendor - $150.00
- ☐ Nonprofit Organization - $75.00
- ☐ City / Government / Public Safety / Community Agency - No Fee
- ☐ Food / Beverage Vendor - No Fee unless otherwise confirmed
- ☐ Invited / Comped Participant - No Fee, if approved
- ☐ Additional Booth / Extra Space Requested

Vendor Application Information

Organization Name

Contact Person

Mobile Phone

Email Address

Mailing Address - Street

City

State

ZIP

Website / Social Media (optional)

Brief description of company/products/services

Payment Information

Please make payment payable to **Friendship Firehouse** and mail the completed application and payment to: Friendship Veterans Fire Engine Association, c/o Aimee Hickox, 107 South Alfred Street, Alexandria, VA 22314.

Online payment through PayPal may also be available. To request PayPal payment instructions, please contact friendshipfirehousefestival@gmail.com.

Basic Vendor Rules And Regulations

- Vendors must comply with all applicable City of Alexandria laws, regulations, rules, permits, licenses, health and safety requirements, fire and public safety requirements, and event instructions.
- Vendors are responsible for obtaining and maintaining any permits, licenses, approvals, insurance, certificates of insurance, or other permissions required for their products, services, equipment, sales, activities, food or beverage service, tents/canopies, generators, or other setup needs.
- Vendors are responsible for their own property, equipment, tents, tables, chairs, displays, products, cash, and personal belongings. The event organizers are not responsible for loss, theft, damage, or weather-related impacts.
- Tents, canopies, displays, cords, equipment, and other materials must be safely secured and may be subject to approval, relocation, or removal by the event organizers, the City of Alexandria, OHA, public safety personnel, or other appropriate authorities.
- Vendors must keep their booth area clean and remove all trash, materials, and equipment at the end of the event. Vendors must vacate Alfred Street by 4:00 PM unless otherwise instructed.
- Vendor placement, booth assignments, electricity, extra space, and special requests are not guaranteed and may be adjusted based on space availability, site layout, safety, access, weather, or event needs.
- The event is expected to be held rain or shine unless event organizers or appropriate authorities determine otherwise. Fees, if any, are subject to the refund/cancellation policies approved by FVFEA.

Acknowledgment

By signing this application, the vendor confirms that the information provided is accurate; that the vendor is authorized to submit this application; and that the vendor has read, understands, and agrees to comply with the Basic Vendor Rules and Regulations and all applicable City of Alexandria laws, regulations, permits, and event instructions.

Indemnification And Hold Harmless

To the fullest extent permitted by law, vendor agrees to defend, indemnify, and hold harmless the Friendship Veterans Fire Engine Association, the Friendship Firehouse Festival, the Friendship Firehouse Foundation, and their respective board members, trustees, officers, directors, agents, volunteers, event representatives, authorized coordinators, and Aimee Hickox, in her festival planning/coordinator capacity, from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or related to vendor's participation in the event, booth, products or services, personnel, equipment, sales, acts or omissions, or failure to comply with applicable laws, regulations, rules, or instructions, except to the extent caused by the gross negligence or willful misconduct of the indemnified party.

Signature

By signing below, the vendor acknowledges and agrees to the terms of this application, including the Basic Vendor Rules and Regulations, Acknowledgment, and Indemnification and Hold Harmless provisions.

Authorized Representative / Signature

Date