

61st ANNUAL HIGHLAND COUNTY MAPLE FESTIVAL

March 9-10 and March 16-17, 2019

Sponsored by the Highland County Chamber of Commerce

ARTS & CRAFTS VENDOR APPLICATION

FIRST ROUND REGISTRATION CLOSSES SEPTEMBER 15, 2018

EXHIBITOR INFORMATION

Business Name _____

Exhibitor Name _____

Address: Street/P.O. Box _____

City _____ State _____ Zip Code _____

Email Address _____

Website Address/Facebook Page _____

Would you be willing to distribute Maple Festival brochures prior to the festival? yes How many? 25 50 100+

PRODUCT INFORMATION

1. List all products you plan to sell. Only merchandise listed on this registration application may be sold at the Maple Festival.
2. **Vendors selling any type of consumable (food item), must provide a *Certificate of Liability Insurance*.**
3. **HANDCRAFTED ITEMS ONLY!! NO PRODUCT RESALE OR IMPORTS ALLOWED!**
4. A minimum of five photographs representative of products to be sold must accompany this registration application, including one of your work area and one of your festival set-up. You may provide a website if the website includes the photos requested.

Price range: \$_____ to \$_____ Will you be demonstrating? yes no Photos attached? yes see website

Have you exhibited at the Maple Festival before? yes no If yes, how many years? _____

EXHIBIT AREAS & FEES

Indicate your first, second, and third choices for the locations that best suit your product. We will try to accommodate your location request; however, the Chamber reserves the right to assign a different location if it is in the best interest of the show. All exhibit spaces are 10' x 10'. All fees include both festival weekends. Multiple exhibit spaces are available at the prices listed.

<u>Full</u>	\$250	Highland High School Gymnasium, Monterey – Inside spaces only. Arts & Crafts. Set-up may remain in place between weekends.
_____	\$250	Highland Elementary School Gymnasium, Monterey – Inside spaces only. Arts & Crafts. Set-up may remain in place between weekends.
_____	\$150	Courthouse Lawn, Monterey – Outside spaces only. Arts & Crafts. Set-up on grass and must be removed between weekends.
<u>Full</u>	\$150	Ernie's Market, Monterey – Outside spaces only. Arts & Crafts. Set-up on pavement and must be removed between weekends.
_____	\$150	Highland High School Front Lawn – Outside spaces only. No generators. Arts & Crafts. Set-up on grass and must be removed between weekends.
<u>Full</u>	\$250	Stonewall Ruritan Building, McDowell – Inside spaces. Arts & Crafts. Set-up may remain in place between weekends.
_____	\$150	Stonewall Ruritan Building, McDowell – Outside spaces. Arts & Crafts. Set-up on grass and must be removed between weekends.

PAYMENT INFORMATION & SUMMARY

All checks and/or money orders should be payable to: Highland County Chamber of Commerce.

Any check returned for insufficient funds will result in denial of this application.

Registration applications WILL NOT be accepted after January 15. This will allow us to more efficiently organize the festival.

**Spots are First Come, First Served to vendors who register by first round deadline. No exceptions.

_____ Exhibit spaces at \$150 each \$ _____

_____ Exhibit spaces at \$250 each \$ _____

_____ Electricity: \$20 flat fee..... \$ _____
Electricity not available to Ernie's Market or North Water Street vendors .

_____ Late Fee: \$75* after September 15 (non-refundable) \$ _____
**Any late applications not including proper late fee will be immediately rejected. NO EXCEPTIONS!*

_____ Additional Donation \$ _____
**All additional donations used strictly for festival marketing*

TOTAL ENCLOSED \$ _____

Rules of Participation for Arts & Crafts Vendors

1. I understand these Rules of Participation will apply to any vendors who are accepted into the show. The submission of this application does not guarantee my acceptance into the show.
2. I understand there will be no refund after this application has been approved (including assignment of a location different from that requested). Applications not accepted will be fully refunded, less the \$75 late fee applicable only to applications postmarked after **September 15**.
3. I understand this is a legally binding contract for vendors who are accepted to this show.
4. I understand any checks, money orders, cashier's checks, or other payments submitted prior to October 1 will be held and cashed AFTER October 1.
5. Vendors selling any type of food product *MUST* include a *Certificate of Liability Insurance* with their application.
6. I understand any application and payment not postmarked before September 15 will not be considered in the first round of jurying.
7. **I agree to participate in the Highland Maple Festival on both weekends. Leaving early without the event coordinator's permission will result in non-acceptance for the following year.**
8. I understand applications postmarked after **September 15** will include a **\$75 (non-refundable)** fee, and any late applications not including this fee will be immediately rejected. NO EXCEPTIONS!
9. I understand the deposit of an application fee does not guarantee acceptance.
10. **I understand this is a juried arts & crafts show, and all arts and crafts accepted into the show are handcrafted and made by the applicant. Resale items and imported crafts will *not* be accepted into the show. Failure to comply with this policy can result in immediate expulsion from the show and all future Maple Festival shows, in addition to forfeiture of all Maple Festival show fees.**
11. I agree to sell only inventory at the Highland Maple Festival that has been listed on this application, juried, and approved by the Highland County Chamber of Commerce. Failure to comply with this policy can result in my immediate expulsion from the show and all future Maple Festival shows, in addition to forfeiture of all Maple Festival show fees.
12. I have read and fully understand the Rules of Participation in the Highland Maple Festival that are attached to and made a part of this application. Should my application be accepted, I agree to comply with these rules and will be responsible for all my exhibit personnel to comply with these rules.
13. I agree that neither the Highland County Chamber of Commerce nor its agents or employees, nor the participating Arts & Crafts Show venues, nor their agents or employees, shall be liable for any damage to the property of or for the loss of any business to the exhibitor, or for any loss of the exhibitor by theft, damage by fire or other means, or for injuries to the exhibitor, its employees, agents, or customers, or guests arising from any cause or matter whatsoever.

_____ Date

_____ Exhibitor's Signature (required)

Registration Checklist:

- _____ Have you completed this form in its entirety?
- _____ Have you attached the five required photos?
- _____ If you are selling food, have you attached a copy of your Certificate of Liability Insurance?
- _____ Have you signed this application/contract?
An exhibit space will NOT be reserved for applicants who fail to sign this contract.
- _____ Have you enclosed your check/money order payable to the Highland County Chamber of Commerce?

Mail your complete application to:

Highland County Chamber of Commerce
PO Box 223
Monterey, VA 24465

Tel. (540) 468-2550

Email: director@highlandcounty.org

Website: www.highlandcounty.org

HIGHLAND COUNTY MAPLE FESTIVAL FOOD VENDOR CONTRACT

(Sponsored by the Highland County Chamber of Commerce)

EXHIBIT AREAS: Every effort is made to accommodate location requests; however, the Chamber reserves the right to assign a different location if it is in the best interest of the show. The Chamber also reserves the right to accept or reject any and all applications.

Location Choice	Location / Inside or Outside
_____	Main Street, Monterey – Vehicles may remain in place between weekends. Electricity is not available.
_____	Maple Producer – Venue on private property as part of festival.
_____	Monterey Food Court – Vehicles may remain in place between weekends. Electricity and picnic tables available.
_____	Stonewall Ruritan Building, McDowell – Inside spaces. Set-up may remain in place between weekends.
_____	Stonewall Ruritan Building, McDowell – Outside spaces. Vehicles may remain in place between weekends.
_____	Other

FOOD VENDOR FEES: \$300.00

Your fee will cover your complete inclusion in the festival for the first and second weekends. Your food booth is expected to be open all (but no more than) the hours of the festival (Saturday: 9 am – 5 pm, Sunday: 9 am – 4 pm). Any food vendors who do not remain open during the hours of the festival will not be accepted to the show in the future. In addition, the Highland County Chamber of Commerce reserves the right to excuse any food vendors for not complying with insurance or festival regulations or for unprofessional conduct during the event.

CERTIFICATE OF LIABILITY INSURANCE: Vendors selling any type of consumable (food item), must provide a *Certificate of Liability Insurance*. Under “description of operation,” list the Highland Maple Festival. Food vendors must include the Highland County Chamber of Commerce as an additional insurer.

LATE FEES: Applications postmarked after January 30 MUST include a \$50 late fee with the application.

Please print or type the following information

EXHIBITOR NAME/BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

STREET/PO BOX

CITY

STATE

ZIP

PHONE (Daytime): _____ **PHONE (Evening):** _____

E-MAIL ADDRESS: _____

WEBSITE ADDRESS: _____

DESCRIPTION OF ALL FOODS AND/OR MERCHANDISE TO BE SOLD: _____

DESCRIPTION & APPROXIMATE SIZE OF SETUP (Type of vehicle? Tent?): _____

ELECTRICITY REQUIRED: _____ **YES** _____ **NO** _____ **TYPE OF HOOK-UP**

To register for the Highland Maple Festival:

1. Please provide all information requested on the front of this form.
2. Please read the Rules of Participation included below and with the application.
3. Sign Contract in space provided below. A booth space will not be reserved for vendors who fail to sign this contract.
4. Vendors selling any type of food product must include a copy of their Certificate of Liability Insurance with their application.
5. Food vendors must comply with Virginia's Department of Health codes.

HIGHLAND MAPLE FESTIVAL **Rules of Participation** *(Sponsored by the Highland County Chamber of Commerce)*

1. I understand that this is a legally binding contract.
2. Vendors selling any type of food product must include a *Certificate of Liability Insurance* with their application.
3. I agree to comply with Virginia's Department of Health codes and will apply for a temporary food permit if my business is not USDA inspected. Contact Highland Health Department for additional information: (540) 468-2270
4. I agree to participate in the Highland Maple Festival on both weekends. **Leaving early, without event coordinators permission, will result in non-acceptance for the following year.**
5. I understand that applications postmarked after January 30 will include a \$50 late fee.
6. I understand that the deposit of an application fee does not guarantee acceptance.
7. I agree to sell only inventory at the Highland Maple Festival that has been listed on the application and approved by the Highland County Chamber of Commerce, and that failure to comply with this policy can result in my immediate expulsion from the show and compromise my future participation in the Highland Maple Festival.
8. **I understand that failure to comply with the above rules and policies can result in my immediate expulsion from the show and compromise my future participation in the Highland Maple Festival.**
9. I have read and fully understand the Rules of Participation in the Highland Maple Festival that are attached to and make a part of this contract. I agree to comply with these rules and will be responsible for all my booth personnel to comply with these rules.
10. I agree that neither the Highland County Chamber of Commerce nor its agents or employees, nor the participating Arts & Crafts Show venues, nor their agents or employees, shall be liable for any damage to the property of or for the loss of any business to the exhibitor, or for any loss of the exhibitor by theft, damage by fire or other means, or for injuries to the exhibitor, its employees, agents, or customers, or guests arising from any cause or matter whatsoever.

Date

Exhibitor's Signature

Please Sign and Return To:

Highland County Chamber of Commerce
PO Box 223
Monterey, VA 24465
Tel. (540) 468-2550
Email: findyourescape@highlandcounty.org
Website: www.highlandcounty.org

This application was distributed by:

Crafter's Guide



Promoters we can help you **find exhibitors** for less than the cost of a space. Go to IWantCraftersGuide.com for all the details! And don't forget to like us on [Facebook](#).

Exhibitors find more events, sign up to get notifications on new events at IWantCraftersGuide.com

Want to connect with other crafters and vendors, get the inside scoop on shows, and see even more events - join the [Crafter's Guide Facebook group](#)

Contact us today! At:

Crafter's Guide

609-846-8051

craftersguide@comcast.net

