

54rd ANNUAL HIGHLAND COUNTY MAPLE FESTIVAL
EXHIBITOR CONTRACT
March 10-11 and March 17-18, 2012

(Sponsored by the Highland County Chamber of Commerce)

EXHIBIT AREAS: Please check the locations (1st, 2nd and 3rd choices) 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. The Chamber also reserves the right to accept or reject any and all applications. *Vendors are juried for uniqueness, quality, and diversity of merchandise.*

Please print or type the following information

NAME OF EXHIBITOR: _____

ADDRESS: _____
STREET/PO BOX

CITY _____ **STATE** _____ **ZIP** _____

NAME OF BUSINESS: _____

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

E-MAIL ADDRESS: _____

DESCRIPTION OF ALL MERCHANDISE TO BE SOLD: _____
Handcrafted items only.

_____ No resale products or imports.

Price range: _____ **Are you demonstrating?** () yes () no

Have you exhibited at the Maple Festival before? () yes () no **Number of years** _____

Would you be willing to distribute Maple Festival Brochures? () 25 () 50 () 100

Where did you hear about the Maple Festival? () craft vendor () craft publication
() Highland County Chamber Website () other

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. **A minimum of three photographs or slides** representative of merchandise to be sold must accompany application. (If possible, include one photograph of set-up.)
5. Enclose check or money order payable to the **Highland County Chamber of Commerce.**
6. Vendors selling any type of food product must include a copy of their Certificate of Liability Insurance with their application.

BOOTH LOCATIONS & FEES

Location Choice	Booth Fee	Location / Inside or Outside Arts & Crafts / Antiques (All booths are 10' x 10')
_____	\$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 must be removed between weekends.
_____	\$150	North Water Street, Monterey: Outside spaces only. Arts & Crafts. Set-up must be removed between weekends.
_____	\$150	Main Street, Monterey: Outside spaces only. Arts & Crafts. Set-up must be removed between weekends.
_____	\$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 must be removed between weekends.

EXHIBIT FEES: All fees include both weekends. Multiple booths are available at the prices listed above. Please indicate which fees are included in your check/money order and include payment *in full*.

Booth fee: Indicate number of booths: _____ \$ _____

Electricity @ \$15 (flat fee) \$ _____

Late application fee @ \$35* (non-refundable) \$ _____

**Applications postmarked after December 20 must include jury fee. This fee is non-refundable.*

TOTAL ENCLOSED** \$ _____

***Personal or business checks postmarked after February 1 will not be accepted—include a cashiers check or money order.*

HIGHLAND MAPLE FESTIVAL Rules of the Contract

1. I understand that there will be no refund after this application has been accepted and the applicant approved (including assignment of a location different from that requested). Applications not accepted will be fully refunded, less the \$35 "late application fee," applicable only for applications postmarked after December 20.
2. I understand that this is a legally binding contract.
3. Vendors selling any type of food product must include a *Certificate of Liability Insurance* with their application.
4. I understand that no personal or business checks postmarked after February 1 will be accepted—

- a cashier's check, money order, or cash must pay all such late fees.
5. I agree to participate in the Highland Maple Festival on both weekends.
 6. I understand that returning vendors will receive priority with regard to booth assignments and that every effort will be made to reassign vendors the same booth space held the previous year, unless a reassignment request is indicated on the application.
 7. I understand that applications are juried in the order of the date they are submitted and that a returning vendor's space will not be held in reserve after January 1.
 8. I understand that applications postmarked after December 20 will include a \$35 (*non-refundable*) late application fee.
 9. I understand that the deposit of an application fee does not guarantee acceptance.
 - 10. I understand that I have been accepted into a juried arts & crafts show and that all of the arts and crafts to be represented at the Maple Festival are handcrafted and made by the applicant. Resale items and imported crafts will *not* be accepted into the show. I understand that failure to comply with this policy can result in my immediate expulsion from the show and that I will forfeit all booth rental fees paid to the Highland County Chamber of Commerce and my future participation in the Highland Maple Festival.**
 11. I agree to sell only inventory at the Highland Maple Festival that has been juried 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 forfeiture of all booth rental fees paid to the Highland County Chamber of Commerce and my future participation in the Highland Maple Festival.
 12. 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.
 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

Please Sign and Return To:

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

Tel. (540) 468-2550

Fax: (540) 468-2551

Email: highcc@cfw.com

Website: www.highlandcounty.org

***Save the following dates!
Maple Festival, 2013
March 9-10 & 16-17***

PLEASE READ AND KEEP ATTACHED FESTIVAL RULES AND REGULATIONS

We wish everyone an enjoyable and successful Maple Festival.

RULES OF PARTICIPATION
for the
HIGHLAND COUNTY MAPLE FESTIVAL

Sponsored by the Highland County Chamber of Commerce

1. Exclusive Exhibitor Clause: The Highland County Chamber of Commerce has selected exhibitors for high quality and uniqueness of merchandise. **The arts and crafts to be sold at the Maple Festival must be handcrafted and made by the applicant. Resale items and imported crafts are *not* accepted into the show unless *specifically sanctioned* and, should such items be identified during the show, the Chamber of Commerce reserves the right to ask for those specific items to be removed from the show. Furthermore, blatant disregard of the spirit of the arts & crafts show will result in immediate dismissal from the show and the forfeiture of all fees.**

2. Arts & Crafts' Vendors: Only the inventory, which has been juried by photographs or slides and approved by the jury committee, can be sold at the Highland Maple Festival. The exhibitor must provide a description of all merchandise to be sold at the Festival on the Exhibitor Contract, and any requests for additions or changes must be submitted in writing to the Highland County Chamber of Commerce 30 days prior to the scheduled event.

3. Both Weekends: Exhibitors must agree to participate in both weekends of the show. Exceptions must be approved by the Chamber of Commerce. There will be no reduction in fees for vendors who attend less than the full four days of the show.

4. Food Vendors: Sellers of food, packaged or unpackaged must meet Virginia's Department of Health codes. Food vendors who are not USDA approved must apply for a temporary food permit through the Highland Health Department (tel. 540 468-2270). Additional information at the web site: www.vdh.state.va.us.

5. Certificate of Liability Insurance: All vendors selling any type of food product must include Certificate of Liability Insurance with their application. Under "description of operation," list the Highland Maple Festival. Food Vendors must include the Chamber of Commerce as an additional insurer. (Vendors selling non-consumables do NOT need to include a Certificate of Liability Insurance.)

6. Returning Vendors: Vendors returning to the show from one year to the next will receive priority with regard to booth assignments and, unless a vendor requests a change in location, every effort will be made to reassign vendors the same booth space held the previous year. Applications are juried in the order of the date they are submitted; however, a returning vendor's space will not be held in reserve after January 1.

7. Both Weekends: Exhibitors must agree to participate in both weekends of the show.

8. Booth Information: All booths must remain open and must be staffed during the hours of the show. All booths must be completely stocked and set up and the surrounding aisles cleared of debris no later than a half an hour before the show opens each day. Booths must remain set up and open for business until 5:00 PM closing time on all four days of the Festival. All exhibitors are responsible for dismantling their booths and vacating the exhibition areas no later than 8:00 PM Sunday evening on both weekends. The Highland County Chamber of Commerce reserves the right to clear and to dispose of any properties not taken off the premises at the close of the show on both Sunday nights without incurring any liability therefor. All costs of such removal, labor & shipping shall be charged to and paid by the exhibitor.

9. Exhibitor Complaints and Demeanor During the Show: All exhibitor complaints and grievances during set up and the show hours must be addressed to Carolyn H. Pohowsky, Executive Director of the Highland County Chamber of Commerce and Festival Coordinator. Disruptive, unprofessional, or abusive exhibitor behavior will not be tolerated. The Highland County Chamber of Commerce reserves the right to enforce the dismissal of any exhibitor, employees or guests whose actions are deemed as detrimental to the operation of the show.

10. Booth Fees: All booth payments made with an accepted contract are not refundable. Checks or Money Orders must be made out to the Highland County Chamber of Commerce. No personal or

business checks postmarked after February 1 will be accepted—cashiers check, money order, or cash must pay all such late fees.

11. Late Fee: A \$25.00 non-refundable juror’s fee applies to booths not paid in full by December 20. Full refunds will be made only to applicants not accepted by the jury.

12. Vehicle Parking: All vehicles must be parked in the designated parking areas prior to the opening of the show (information will accompany acceptance letters). Oversized vehicles (i.e., trucks, vans, trailers, campers, etc.) must be removed from Main and Spruce Streets in Monterey prior to 8:30 AM on all four mornings of the Festival.

13. RV and Camper Parking: The Stonewall Ruritan Grounds (McDowell) and Highland High/Elementary School (Monterey) can accommodate RVs and Campers for overnight stays. Electricity will be available on a “first come” basis for a fee of \$15.00 per night. Bookings must be confirmed in advance.

14. Loading & Unloading Policy: As a courtesy to fellow vendors, please unload/load vehicles as quickly as possible and remove them from the entryways to exhibition sites.

15. Sales Tax: All exhibitors are responsible for the VA State sales tax of 5.0% on all sales and orders. Tel. 804 367-8037 or visit the web site at www.tax.state.va.us.

16. Insurance: The Highland County Chamber of Commerce has a general liability insurance. This insurance does not cover exhibitor’s booth contents, visitors within the confines of the exhibitor’s leased space, or exhibitor’s personnel. Exhibitors should consult their insurance brokers for proper coverage on liability and inventory from the time they leave their premises until their return. In most cases a rider can be attached to existing insurance policies. Exhibitors will be held responsible and will be required to pay the costs of repair of any damage that they or their personnel cause to the facility buildings or facility equipment, including interior and exterior doors, plumbing, electrical service, grounds, floors, ceilings, and walls.

17. Booth Décor: Standard 10' x 10' booths will be provided. Tables, chairs, display fixtures, and (heavy duty) electrical cords are the responsibility of the exhibitor and will not be provided by the Highland County Chamber of Commerce. All exposed parts of booth display and tables must be finished and attractive from all sides.

18. Smoking: There will be no smoking permitted at any time inside any of the public facilities used by the exhibitors (including the Stonewall Ruritan Building, The Highland Museum and Heritage Center, the Highland County Crafts Building, the Highland County Courthouse, and the Highland High and Elementary School Buildings).

19. Pets: There will be no pets permitted inside the aforementioned public buildings or within the confines of the assigned exhibitor’s booths (indoors or outdoors).

20. Trash: Exhibitors are responsible for removal of all trash within the confines of their booth at the end of each day.

21. Liability/Insurance: 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 employee, agents, or customers or guests arising from any cause or matter whatsoever. Inquiries can be addressed to:

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

Tel. 540 468-2550 • Fax 540 468-2551
E-mail: highcc@cfw.com
Web: www.highlandcounty.org