

# HANDS & HARVEST FESTIVAL

## RULES OF PARTICIPATION

*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.
2. **Inventory To Be Sold:** Only the inventory, which has been juried by photographs or slides and approved by the jury committee and/or the Highland County Chamber of Commerce, can be sold at the Hands & Harvest 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. **Set Up Throughout All Days of Festival:** Exhibitors are expected to participate in all three days of the show. Leaving early, without event coordinators permission, will result in fees or non-acceptance for the following year.
4. **Booth Information:** All booths must remain open and must be staffed during the hours of the show (Friday: 3 p.m. to 7 p.m., Saturday: 9 a.m. to 5 p.m., & Sunday: 12 pm – 3 pm). All booths must be completely stocked and set up and the surrounding area cleared of debris no later than a half an hour before the show opens each day. All exhibitors are responsible for dismantling their booths and vacating the exhibition areas no later (and no earlier) than 3:00 PM Sunday afternoon. 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 without incurring any liability therefor. All costs of such removal, labor & shipping shall be charged to and paid by the exhibitor.
5. **Exhibitor Complaints and Demeanor During the Show:** All exhibitor complaints and grievances during set up and the show hours must be addressed to Dorothy Stephenson, 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.
6. **Booth Fees:** All booth payments made with an accepted contract are not refundable after September 15. Cancellations prior to September 15 will forfeit a \$10.00 jury fee. Checks or Money Orders must be made out to the Highland County Chamber of Commerce. No personal or business checks postmarked after September 1 will be accepted—a cashiers check, money order, or cash must pay all such late entries.
7. **Late fee:** A \$10.00 increase applies to booths not paid in full by September 1. The \$10.00 late entry fee is non-refundable, however, full refunds will be made with applications not accepted by the jury.
8. **Loading & Unloading Policy:** As a courtesy to fellow vendors, please unload/load vehicles as quickly as possible and remove them from the streets adjacent to the Courthouse property.
9. **Vehicle Parking:** Vendor's vehicles must be removed from Main and Spruce Streets prior to the opening of the show (information regarding designated parking will accompany acceptance letters).
10. **Sales Tax:** All exhibitors are responsible for the VA State sales tax of 5.8% on all sales and orders.

Tel. 804 367-8037 or <http://www.tax.state.va.us>

11. **Cell Phone Coverage:** Verizon serves the Highland County area and service is available in Monterey. If you have Verizon, you are able and welcome to accept credit cards during the festival. If you regularly accept credit cards but do not have Verizon service, you may want to plan for other payment options.
12. **Insurance:** The Highland County Chamber of Commerce has 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.
13. **Booth Décor:** A 10' x 10' space will be provided. Tents, 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.
14. **Smoking:** There will be no smoking permitted at any time inside the Highland County Courthouse.
15. **Pets:** Vendors are not permitted to bring pets with them to the show and are not permitted to keep pets within the confines of the assigned exhibitor's booths.
16. **Trash:** Exhibitors are responsible for removal of all trash within the confines of their booth at the end of each day.
17. **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  
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