

2024 Hands & Harvest Festival Vendor Application and Rules of Participation
Friday – Sunday, October 11 – 13, 2024 – Highland County, Virginia
www.highlandcounty.org/hands-harvest-festival/
Sponsored by the Highland County Chamber of Commerce

The annual Hands & Harvest Festival is held throughout Highland County during the second weekend in October. In 2024, our event plans to feature a Harvest Trail for farm and maple sugar camp tours with family-fall activities, food specials at local restaurants, artist demonstrations, used book sale, live entertainment, and more!

Arts, crafts and food vendors are an integral part of the festival, with a central exterior location at the Courthouse Lawn at 165 West Main Street in Monterey, Virginia, located on the corner of Main and Spruce Streets. Vendors are reviewed for uniqueness, quality, and diversity of merchandise. Vendors are set up on the following days:

- **Friday, October 11th from Noon – 6 pm**
- **Saturday, October 12th from 9 am – 5 pm**
- **Sunday, October 13th from 11 am – 4 pm**

As a vendor in the 2024 Hands & Harvest Festival, you will receive:

- Your listing details of up to 20 descriptive words on the official Hands & Harvest Festival Map
*** Deadline is no later than 5 pm, September 16th to be included on the map**
- Your listing details of up to 20 descriptive words on the official Hands & Harvest website at www.highlandcounty.org/hands-harvest-festival/

To apply for the Hands & Harvest Festival:

1. Please provide all requested information on the application.
2. Please fully read the Rules of Participation and acknowledge by signing the form.
3. Please provide three (3) photographs of merchandise to be sold and one (1) photo of your booth setup. A website that includes the photos is also acceptable. (Include name and business on the backs of all mailed photos.)
4. Please enclose a check or money order payable to the Highland County Chamber of Commerce. Online payments can be made by request. *** There will be a \$25.00 service fee for any returned checks.**

***** Vendor applications are due no later than 5 pm, September 30, 2024 *****

Please fill out the form, sign and send with payment to:

Highland County Chamber of Commerce
P.O. Box 223 (61 Highland Center Drive)
Monterey, VA 24465
(540) 468-2550
director@highlandcounty.org
www.highlandcounty.org

We wish everyone a safe, enjoyable, and profitable festival!

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EXHIBIT FEES: Single space (10' x 10') for \$60 (includes pricing for all three days)

Highland County Chamber of Commerce Members receive a \$10 discount for a total of \$50

(Interested in joining the Chamber? Please visit www.highlandcounty.org/why-join-the-chamber.)

_____ Number of single 10' x 10' spaces

_____ Electricity: \$15

_____ Total enclosed

EXHIBITOR NAME _____

BUSINESS NAME _____

ADDRESS _____

STREET/PO BOX _____

CITY _____ STATE _____ ZIP _____

PHONE _____

E-MAIL ADDRESS _____

WEBSITE _____

DESCRIPTION OF MERCHANDISE AND/OR FOOD TO BE SOLD _____

ARE YOU A MEMBER OF THE HIGHLAND COUNTY CHAMBER OF COMMERCE? _____ YES _____ NO

*** FOOD VENDORS ONLY *** DESCRIPTION AND APPROXIMATE SIZE OF SETUP (Type of vehicle? Tent?):

*** FOOD VENDORS ONLY *** ELECTRICITY REQUIRED? _____ YES _____ NO

IF YES, ELECTRICAL HOOKUP DESCRIPTION (30 amp? 50 amp?) _____

2024 Hands & Harvest Festival Rules of Participation

1. I agree to participate in the Hands & Harvest Festival all three days and understand that leaving early or setting up late, without Chamber permission, will result in non-acceptance for the following year. **VENDORS MUST BE SET UP BY NOON ON FRIDAY AND MUST REMAIN OPEN FRIDAY UNTIL AT LEAST 6 PM, BE OPEN FROM 9 AM TO 5 PM ON SATURDAY, AND BE OPEN FROM 11 AM TO 4 PM ON SUNDAY.**
2. I understand the application fee payment does not guarantee acceptance. Any unaccepted vendors will receive their application fee payment back in full.
3. I understand that I will need my application submitted **no later than 5 pm on September 16, 2024** to be included on the official Hands & Harvest map.
4. I understand there will be no refund for cancellations of accepted applications after **5 pm on September 30, 2024.**
5. I agree to sell only inventory that has been approved by the Highland County Chamber of Commerce.
6. I understand that I am responsible for the VA State Sales Tax of 5.3% on all sales and orders where applicable. When reporting sales tax to the Department of Taxation, please use Highland County's locality code 51091 in order to allocate local sales revenue to Highland County. For more on Virginia Tax Information: www.tax.virginia.gov/retail-sales-and-use-tax or 804-367-8037.
7. All vendors preparing, distributing, or selling a food product must comply with Virginia's Department of Health codes and are required to have proper permits to operate. Food vendors who do not have a Virginia Department of Health Food Permit must apply for a temporary event food permit through the Highland County Health Department by calling 540-468-2270. Learn more at www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/tfe/.
8. I acknowledge that The Highland County Chamber of Commerce has exclusive rights to publish, copyright, reproduce, record and distribute media materials that will be created in perpetuity from participation in this festival. Furthermore, I authorize The Highland County Chamber of Commerce and those acting pursuant to their authority to exhibit, distribute and broadcast photos, video, and audio of my booth setup, inventory, and staff to video, audio tape, film, online media, print materials or any other medium.
9. I agree to have my email address added to the Chamber's e-newsletter list. I can unsubscribe at any time.
10. 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 agents for proper coverage on liability and inventory. Exhibitors will be held responsible and will be required to pay the costs for repair of any damage 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.
11. I agree that neither the Highland County Chamber of Commerce nor its agents or employees, nor the participating arts and crafts 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.
12. In consideration of The Highland County Chamber of Commerce agreeing to promote my event/business through its use of its website, communication channels and/or social media, I agree to hold the Highland County Chamber of Commerce, its agents and employees, harmless from any and all liability, loss or damages (including but not limited to court costs and attorney fees) as a result of my participation, whether caused by my actions, or on account of visitors, customers, volunteers or employees.
13. I agree to manage my booth in order to maintain compliance with current CDC (www.cdc.gov) and VDH (www.vdh.virginia.gov) guidelines for preventing the spread of COVID-19.
14. Should an act of God, terrorism, Mother Nature, health crisis, pandemic, or community disaster occur, the Highland County Chamber of Commerce in consultation with Highland County officials including, but not limited to, the Police Department, EMS Services, Fire Departments, Emergency Officials, and Board of Supervisors will make all decisions regarding the festival based on safety first. The Highland County Chamber of Commerce cannot accept the risk of disaster for everyone. Each participant and vendor must accept the risk of loss of his or her entry fee in the event that the Highland County Chamber of Commerce for any reason cancels the festival. There will be NO REFUNDS in the event that the festival is cancelled due to incidents beyond the control of the Highland County Chamber of Commerce such as outlined above. Money paid to rent booth space is spent producing and promoting the event. The Highland County Chamber of Commerce has ordered and is liable to pay for supplies, rentals and services needed to produce this event, regardless of the outcome. Production and promotional costs include, but are not limited to marketing, entertainment, insurance, public sanitation, and labor.
15. I understand that this becomes a legally binding contract at time of my acceptance to the show.
16. I have read and fully understand the Rules of Participation in the Hands & Harvest Festival. I agree to comply with these rules and will be responsible for all my booth personnel to comply with these rules. I understand that failure to comply with these rules 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 Hands & Harvest Festival.

Date _____ Exhibitor's Signature _____