

JOIN US FOR THE

28TH Annual Harvest Festival

Saturday, October 21, 2017

Main Street ♦ Bowling Green, Virginia

Welcome

Last year's event was a huge success, boasting an estimated attendance of 12,000-15,000 people! The Harvest Festival Committee took a good look at last year's event and we are determined to make this year an *even better experience* for our vendors!

The 28th Annual Harvest Festival will be held, rain or shine on Saturday, October 21, 2017, from 9:00 am until 4:00 pm. We look forward to seeing you there and celebrating another year of family fun!

We will close all of Main Street for everyone to safely enjoy the food, shopping and other activities. There will be live entertainment throughout the day, performed by some of the best talent in the region.

Festival venues include:

- ♦ Children's activities
- ♦ Petting zoo
- ♦ Kiddie rides
- ♦ Performance stage
- ♦ Antique car show
- ♦ Antique tractor show
- ♦ Beer Garden
- ♦ Farmer's Market

There will also be exhibits at the Caroline Museum and Cultural Center and at the Sidney E. King Arts Center. We are looking forward to hosting over 150 vendors, selling jewelry, crafts, food and more!

The Harvest Festival is publicized in all local media, to include radio, print, social media sites and County-wide newsletters and websites.

Registration

Please complete both sides of the enclosed registration form and mail it with a check or money order for the required amount to the address provided on the 'Registration Form'.

In order to make sure that you receive the registration form for the following year as soon as it becomes available, and to reduce costs in paper and postage, please *provide an accurate email address* in the registration form below.

All vendor spaces are 10 ft. x 10 ft. Please be specific with your space requirements and send the appropriate amount of money. You may purchase multiple spaces, but only TWO adjacent spaces may be purchased in a single location. Please be sure to identify if you are purchasing two adjacent spaces, or multiple, single-location booths. Booth fees are non-refundable after September 13, 2017 and a cancellation request from the vendor must be submitted in writing to the address above or via email to bgtownevents@gmail.com.

Please feel free to duplicate these forms and pass them along to other vendors you think may be interested in participating in the Harvest Festival. Additional registration forms are available at the Bowling Green Town Hall at 117 Butler Street in Bowling Green. You may also download the application from the Town's website, www.townofbowlinggreen.com or email your request to bgtownevents@gmail.com.

Please mail completed forms with payment ~ Postmarked no later than

WEDNESDAY, SEPTEMBER 13, 2017 to:

Bowling Green Harvest Festival 2017

Attn: Town Clerk

P.O. Box 468, Bowling Green, Virginia 22427

For those new to the Festival, vendor load-in requires: (1) off-loading your merchandise/equipment to the curb area near your designated space; (2) moving your car to vendor parking; (3) waiting for the signal from Festival officials to move into your space and begin set-up. This move in system occurs as different sections of the street are closed off to traffic. Be prepared to move your own merchandise from your vehicle to curb and to your booth space, in the morning during set up and in the afternoon during breakdown.

Vendor Check-in

Vendors who register by the due date will receive a vendor packet on or about October 13, 2017. This packet will include a vendor pass, a map showing your booth/space number(s), and specific instructions regarding individual check-in times. **YOU MUST HAVE YOUR VENDOR PASS PROMINENTLY DISPLAYED ON YOUR VEHICLE DASHBOARD WHEN YOU ARRIVE AT HARVEST FESTIVAL.** This pass will allow you to pass through roadblocks, through check-in, and to your space. Only **one (1) vehicle** per space will be allowed to enter.

Vendors **will begin checking in at 6:30 am** the day of the Harvest Festival. If you do not bring your vendor pass, you may be asked to pull off to the side in order to let other vendors through, while your vendor verification is being confirmed. This delay may result in you missing your check-in time and not being able to off-load near your booth site, as your section of Main Street may already be closed to vehicles. After that time, you will still be able to set up a booth, but you will have to carry your booth supplies/merchandise from the vendor parking area to your booth location. **BE SURE TO BRING YOUR VENDOR PASS!**

The Harvest Festival ends at 4:00 pm. At that time you will be allowed to begin breakdown of your booth(s). All vendors will have one (1) hour to dismantle their booth(s) and be off the street. Streets will reopen at 5:30 pm, without exception.

Early Check-in (Food vendors only)

Food vendors are the only vendors authorized for early check-in and are encouraged to check-in on Friday, if possible. Please indicate on the registration form if you require early check-in, and when you arrive (on Friday) please check in at the Town Hall Business Office at 117 Butler Street in Bowling Green, between 4:00 pm and 6:00 pm. Special set-up of food vendors will only be allowed after 6:30pm, Friday evening at the vendor's designated area.

IMPORTANT: If your generator must operate through the night, please call us in advance at (804) 633-6212.

Food vendors must comply with applicable Health Department regulations. **IT IS THE VENDOR'S RESPONSIBILITY TO OBTAIN THE REQUIRED PERMITS.** Please contact the Virginia State Department of Health at (540) 899-4797 for your permits. Contact them early in order to receive your permits in time for the Festival; there is an extended processing period for such permits. Your booth will be inspected the morning of the Festival, before the Festival opens, by a representative from the Health Department.

ALL VENDORS MUST BE REGISTERED TO PARTICIPATE.

Bring your own tents, tables, chairs, etc.

NO ELECTRICITY WILL BE PROVIDED.

DO NOT FORGET TO BRING YOUR VENDOR PASS!

FOR MORE INFORMATION

Please call the Town of Bowling Green Business Office at (804) 633-6212 or email your inquiries to bgtownevents@gmail.com.

IMPORTANT: NO DOGS ALLOWED AT HARVEST FESTIVAL

2017 Harvest Festival

Saturday, October 21, 2017

REGISTRATION FORM

Please register by completing and returning this form along with the appropriate payment.

Registration form must be postmarked NO LATER THAN Wednesday, September 13, 2017 to:

Bowling Green Harvest Festival 2016

Attn: Town Clerk

P.O. Box 468, Bowling Green, VA 22427

PLEASE PRINT LEGIBLY

Vendor Space Name _____

Contact Person _____ Phone: () _____

Mailing Address _____

City _____ State _____ Zip _____

REQUIRED Email Address _____

Schedule of Fees

Please read carefully. Check all that apply.

All vendor spaces are 10'x 10';

May purchase up to TWO (2) adjacent spaces.

Types of vendors and booth/space fees.

NON-FOOD

- Business \$80.00
Type: _____
- Craft Vendors \$80.00
Type: _____
- Political Organizations \$50.00
- Tax Exempt Orgs. (Fundraising) \$50.00
Tax ID# _____
- Farmers selling produce \$40.00
Type: _____
- Public Service Organizations \$25.00
NO SALES ALLOWED

FOOD

- Professional Food Vendors \$175.00
Food sold: _____
- Novelty Foods (2 foods only) \$100.00
Food sold: _____
- Tax Exempt Food Vendors \$80.00
Tax ID# _____
Food sold: _____
- Caroline County-based Emergency Services Food Vendors
(Example: Volunteer Firefighters, Police, Auxiliary)
..... \$75.00
Food sold: _____

Review of all food vendors will be made prior to final approval selection for event. Vendors MUST provide management with a complete menu FOUR (4) WEEKS prior to event; no changes in menu will be accepted without prior approval from event management.

Approval will not be granted the day of event.

You may email your menus to:
bgtownevents@gmail.com

**Save \$5.00 off the total fee by registering by
Friday, August 18, 2017 (postmark date).*

Total number of spaces purchased: _____

Sub-Total: \$ _____

Check here if you require two (2) adjacent
booth spaces

Applicable Discount - \$5.00

Total Fee Enclosed \$ _____

Food vendor; Require early check-in

Please make check payable to:

Bowling Green Harvest Festival 2017
FEE IS NON-REFUNDABLE.
EVENT HELD RAIN OR SHINE.

NOTE: We reserve the right to limit the number of vendors selling the same brands or types of products.

Additional information requested. Please check all that apply: *(Mandatory disclosure)*

If you fail to provide this additional information, you may be denied participation in this event and your booth fee will be forfeited.

- My booth requires a **GENERATOR** to operate.
- My booth will be using loud speakers and/or playing music (live or recorded).
- I plan to set up a stage or other type of structure, other than a standard canopy. *(If so, please describe below.)*

NO ELECTRICAL SERVICE WILL BE PROVIDED.

Please enclose a brochure about your business/organization, or provide a detailed description of your booth below.

NO extension cords will be permitted into the Festival area. **Noisy generators or generators that produce fumes will not be allowed at the Harvest Festival.** All generators must pass an inspection by Caroline County officials the day of the Festival. Inspection will occur prior to the Festival opening. Only **APPROVED** generators will operate during the Festival. **APPLICATION DEADLINE** for booths with generators is **Friday, September 1, 2017.**

Require a special location? We will make every effort to accommodate your special needs or requests, however we cannot offer any guarantees. Please indicate your request and provide a preferred method of contact (phone and/or email).

- **Vendor set-up will take place between 6:30 am to 8:30 am, on Festival Day, in conjunction with scheduled check-in times. (Check-in times will be provided in vendor packets, mailed out in early October.)**
- **No vehicles will be allowed on the street after that time.**
- **All vendors must dispose of their trash and cooking supplies in the appropriate dumpster.**

INDEMNITY (HOLD HARMLESS) AGREEMENT

The Exhibitor/Applicant will indemnify and save harmless, the Town of Bowling Green, the Harvest Festival Committee, Employees of the Town of Bowling Green, or Personnel contracted by the Town of Bowling Green, from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, or any other part of the Town Hall property, the streets of the Town of Bowling Green, or property belonging to Caroline County, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of Exhibitor/Applicant, its sub-exhibitor, employees, promoters, agents, invitees, contractors, etc. The Exhibitor/Applicant also agrees to hold the Town of Bowling Green, The Harvest Festival committee, Property Owners, Employees of the Town of Bowling Green, Personnel contracted by the Town of Bowling Green, and Caroline County, harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc., to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, etc., of the Exhibitor/Applicant or any of its sub-exhibitors, employees, promoters, agents, guests, invitees, contractors, etc.

Exhibitor's Signature

Print Name

City, State, Zip

Phone

BOWLING GREEN HARVEST FESTIVAL

BY _____

DATE _____

ALL EXHIBITORS/APPLICANTS MUST SIGN THIS INDEMNITY AGREEMENT AND/OR PROVIDE A CERTIFICATE OF INSURANCE TO BE CONSIDERED FOR THE 2017 HARVEST FESTIVAL, SATURDAY, OCTOBER 21, 2017.