

Join us for the
22nd Annual Harvest Festival
Saturday, October 15, 2011
Main Street
Bowling Green, Virginia

Bowling Green Harvest Festival

P.O. Box 468 Bowling Green, VA 22427 ♦ (804) 633-6212

June 25, 2011

Dear Harvest Festival Participant:

Last year's Festival was lots of fun and enjoyed by all! The crowd was estimated between 12,000 and 14,000. This year's goal is for more fun and more folks than ever before!

The date for the **22nd Annual Harvest Festival is Saturday, October 15, 2011 (rain or shine) from 9 a.m. until 4 p.m.** We are looking forward to seeing you there this year!

We will close all of Main Street. There will be live entertainment throughout the day with several regional talents. Their music offers a variety of country, rock & roll and popular music. Festival venues include: children's activities, petting zoo, clowns, kiddie rides, unique antique shopping, Annual Car Show, Antique Tractor Show, Farmer's Market, exhibits at the new Caroline Museum & Cultural Center, and over 150 vendors! This event is publicized through radio, print, newsletters, web sites and a very popular event tabloid delivered to thousands of households.



REGISTRATION

Please complete both sides of the attached registration form enclosed and mail it with a check or money order for the required amount to the address listed on the back of these instructions. **Spaces will be 10 ft x 10 ft.** Please be specific with your space requirements and send the appropriate amount. Feel free to copy the form and share it with other vendors. Additional forms are available at the *Town Hall, 117 Butler Street, in Bowling Green*. Applications will also be available on the *Town of Bowling Green web site* at www.townofbowlinggreen.com. Be sure to download both the Vendor Registration Form and the Hold Harmless Agreement. All vendors must provide a certificate of insurance or sign the Hold Harmless Agreement to participate. No exceptions!

For those new to the Festival, vendor load-in requires off-loading to the curb area of your designated space; moving your car to vendor parking; and waiting for the signal to move into your designated space located in the center of Main Street. This *move-in* occurs as the sections of the street are closed. Be prepared to handle your merchandize from car to curb to vendor space in the morning during set-up.
See Reverse side

*Please mail forms with payment **POSTMARKED NO LATER THAN SEPTEMBER 15, 2011 to:**

**Town of Bowling Green
2010 Harvest Festival
P.O. Box 468
Bowling Green, Virginia 22427**

VENDOR CHECK-IN

Vendors who register by the due date will receive a vendor pass and a map showing your space number by approximately October 8, 2011. Vendors will check in beginning at **6:30 a.m.** on the day of the Harvest Festival. All vendors will receive specific instructions for their individual check-in times and vendor space numbers. Please place your vendor pass in your vehicle windshield. Only **1 vehicle** per space will be allowed through the check-in point. This pass will admit you past the roadblocks during your SCHEDULED check-in time. **PLEASE DO NOT LOSE THIS PASS and DO NOT MISS YOUR SCHEDULED CHECK-IN TIME.** After that time you may still set up a booth, but **NO** private vehicles will be admitted and you will have to carry your booth supplies to the Festival area. **At 4 p.m. all vendors will have 1 hour to dismantle their booth and be off the street. The streets will reopen at 5:30 p.m.**

EARLY CHECK-IN for Food Vendors only: *Food vendors are encouraged to check in on Friday if possible.* Please indicate that you require early check-in on the registration form and check in at Town Hall, 117 Butler Street, between 4:00 p.m. and 6:00 p.m. on Friday. Special set up of food vendors will only be allowed after 6:30 p.m. Friday evening in designated areas. Food vendors must comply with applicable Health Department regulations. Please contact the Health Department at (540) 899-4797 for your permits. Contact them early, since there is a processing period in order to receive your permits. Remember, it is your responsibility to contact them. Your booth will be inspected that morning by the Health Department before the Festival starts!

***All vendors must be registered to participate. Bring your own tents, tables, chairs, etc. NO ELECTRICITY WILL BE PROVIDED.**

The Bowling Green Harvest Festival is providing your vendor space, entertainment, publicity, etc.

CE&O, Inc.

Corporate projects, community Events, business Occasions, Inc.

***103 Dover Drive* Ruther Glen, Virginia**

Phone 804.448.8729 *Email kjbeard@earthlink.net

Saturday, October 15, 2011

REGISTRATION FORM

Please register by returning this form with the appropriate payment

Postmarked no later than September 15, 2011 to:

2011 Harvest Festival

Kathy McVay, Treasurer

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

SCHEDULE OF FEES (Check all that apply) *SPACES ARE 10 X 10 FT WIDE

- Professional Food Vendors \$150.00 Food Sold _____
- Tax Exempt Food Vendors \$75.00 Food Sold _____
Must provide Tax ID # _____
- Novelty Food (2 foods only) \$75.00 Food Sold _____
- Amusement Vendors --*please contact CE&O for details (type)* _____
- Business \$80.00 Type _____
- Political Organization \$50.00
- Craft Vendors \$80.00 Type _____
- Public Service Organizations \$25.00 ***NO SALES ALLOWED***
- Farmers Selling Produce \$40.00 Type _____
- Tax Exempt Organizations (Fundraising) \$50.00 Tax ID# _____

If your booth requires a GENERATOR to operate you MUST check here.

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. The inspection will occur prior to the Festival opening. Only APPROVED generators will operate during the Festival. APPLICATION DEADLINE for booths with generators is September 6, 2011.

****NO ELECTRICAL SERVICE WILL BE PROVIDED****

*** Save \$5.00 off the total fee (there is no discount for multiple spaces- maximum discount is \$5.00) by registering by **August 15, 2011.** All vendors must provide proof of insurance or sign a Hold Harmless Agreement.*

The Harvest Festival Committee reserves the right to refuse a space to any vendor.

**\$_____ TOTAL FEE ENCLOSED – payable to the
Bowling Green 2011 Harvest Festival**

**** FEE NON-REFUNDABLE – EVENT HELD RAIN OR SHINE ****

**Vendor Set-up will happen between 6:30 a.m.-8:30 a.m. on Festival Day in correlation with scheduled check-in times.
(Provided in your packet be mailed in October)**

- No Vehicles will be allowed after that time –

All vendors must dispose of all trash and cooking supplies in the appropriate dumpster.

Please provide the following information(see reverse side)

Name_____

Company_____

Contact Person_____ Phone (____)_____

Address _____

City_____ State_____ Zip_____

*Please enclose a *brochure* or provide a *detailed description* of your booth:

Need a Special Location? We will make all efforts to accommodate your special needs but *no guarantees are offered.* Write those requests below with phone #.

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, and employees of CE&O, Inc. 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, CE&O, Inc. 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

Please Print Name

Address

Address

BOWLING GREEN HARVEST FESTIVAL

By_____

Date_____