



## CELEBRATING 33 YEARS!

33<sup>rd</sup> Annual Harvest Festival

Saturday, October 21, 2023

On Main Street in Bowling Green, Virginia



### Welcome

The Bowling Green Harvest Festival is Caroline County's largest annual event and is getting bigger and better each year, drawing crowds estimated between 12,000 – 15,000 enthusiastic attendees.

The 34th Annual Harvest Festival will be held, rain or shine on Saturday, October 21, 2023, 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 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 talents in the region.

### Festival venues include:

- Children's activities
- Classic Car & Truck Show
- Petting zoo
- Antique Tractor Show
- Kiddie rides
- Farmer's Market
- Performance stage
- Much, Much More!

We are looking forward to hosting over 150 vendors, selling jewelry, crafts, food, and more!

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

### Registration

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

To make sure that you receive the Registration Form for the following year as soon as it becomes available, 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. Purchase of more than two additional spaces in a single location is approved on a case by case basis. Please be sure to identify if you are purchasing multiple booths or a single-location booth. Booth fees are non-refundable unless the vendor is not accepted or the event is canceled due to conditions related to health and safety. 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](http://www.townofbowlinggreen.com) or email your request to [adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

**Please mail completed forms with payment ~ Postmarked no later than**

**FRIDAY, SEPTEMBER 22, 2023 to:**

Bowling Green Harvest Festival 2023

Attn: Town Clerk

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

## Vendor Check-in

Vendors who register by the due date of September 22, 2023, will receive a vendor packet on or about October 13, 2023. This packet will include a vendor pass with your space assignment, a map showing your check-in location, 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, check-in, and drive to your space. Only **one (1) vehicle** per space will be allowed to enter.

- **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.**
- If you do not bring your vendor pass, you may be asked to pull off to the side 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 the 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. **All vendors must dispose of their trash and cooking supplies in the appropriate dumpster.**

## 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 an 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 6:30 pm, 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 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 OR WATER 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 [adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

**NO DOGS ALLOWED AT HARVEST FESTIVAL**



## 2023 Harvest Festival

Saturday, October 21, 2023

### REGISTRATION FORM

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

**Registration form must be postmarked NO LATER THAN FRIDAY, SEPTEMBER 22, 2023 to:**

**Bowling Green Harvest Festival 2023**

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'; You may purchase up to TWO (2) adjacent spaces.

<input checked="" type="checkbox"/>	NON-FOOD VENDORS	TYPE OF BUSINESS	FEE
<input type="checkbox"/>	Business/Direct Sales		\$75.00
<input type="checkbox"/>	Craft Vendor		\$50.00
<input type="checkbox"/>	Political Organizations		\$50.00
<input type="checkbox"/>	Non-Profit Organizations Tax ID # _____		\$50.00
<input type="checkbox"/>	Public Service Organizations NO SALES ALLOWED		\$25.00
<input checked="" type="checkbox"/>	FOOD VENDORS	FOOD TO BE SOLD	FEE
<input type="checkbox"/>	Professional Food Vendors/Food Trucks, etc.		\$150.00
<input type="checkbox"/>	Novelty Foods (2 foods only)		\$75.00
<input type="checkbox"/>	Farmers selling produce/product (From Their Own Farm)		\$50.00
<input type="checkbox"/>	Local Non-Profit Organization (Tax Exempt) Tax ID # _____		\$25.00
<input type="checkbox"/>	Local (Caroline County Resident) Food Vendor FOR PROFIT		\$50.00

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

**\*Save \$5.00\* off the total fee by registering by Friday, August 25, 2023 (postmark date)**

Review of all food vendors will be made prior to final approval selection for the event. Vendors **MUST** provide management with a complete menu **FOUR(4) WEEKS** prior to the event; no changes in menu will be accepted without prior approval from the event management. **APPROVAL WILL NOT BE GRANTED THE DAY OF THE EVENT.** You may email your menus to:

[adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

Number of spaces purchased	
Sub-Total	
Discount (early registration by August 25, 2023)	(\$5.00)
Total Fee Enclosed	
Check if you require:	
Multiple Adjacent booth spaces	
Food Vendor Early Check-In	

**Additional Information is 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 loudspeakers 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.)

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Include with your application a brochure about your business/organization or provide a detailed description of your booth below.

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**NO ELECTRICAL SERVICE WILL BE PROVIDED.**

**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 15, 2023.**

**Do you require a special location for your vendor space? 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).**

Requested location: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## RELEASE

**All Exhibitors/Applicants must sign the Agreement to be considered for the  
2023 Harvest Festival  
Saturday, October 21, 2023**

1. I certify that I am over 18 years of age and competent to execute this release. Those not over 18 years of age must have a parent or legal countersign this release.
2. "Released Parties" refers to The Town of Bowling Green, Harvest Festival, or Bowling Green Harvest Festival, and any of its affiliates, agents, employees, independent contractors, officers, directors, members, managers, volunteers, insurers, attorneys, heirs, predecessors, successors, administrators, assigns and any other person or entity in any way associated with the Bowling Green Harvest Festival.
3. "Festival" means the 2023 Bowling Green Harvest Festival to be held October 21, 2023, Bowling Green, VA, including all preparation and construction for the festival, whether before or after the festival opens or closes, which are in any manner related to or part of the festival. Release and Consideration.
4. The Exhibitor/Applicant, hereby **knowingly, intentionally and voluntarily assumes all of the risks and liability arising from by participation in the festival and hereby waive, release and agree to hold harmless the released parties from any and all actions, suits, claims, damages and liability (including, but not limited to, attorneys' fees and costs)**, that I, my family, heirs, successors, assigns and anyone claiming any interest through me, **may have for any injury, death, harm or property damage caused to me or by me or by others acting on my behalf, arising out of my participation in the festival.** I personally assume all risks, whether foreseen or unforeseen, in connection with my participation in the festival, for any harm, injury, or damage that may befall me while I participate in the festival, including the risk of negligence or any party or participant. **I have carefully read this agreement and fully understand its contents. I am aware that this form is a waiver and release of liability agreement and A legally binding contract which I am signing of my own free will.**

By signing this document, it is my intent to release, waive, and hold harmless all of the Released Parties from all liability, claims or causes of action connected with my participation in the festival, and to personally assume all risk of injury or death.

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Exhibitor's Signature

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Exhibitor's Name – Print

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Date