



VENDOR APPLICATION
34th Annual Hanover Tomato Festival
Saturday, July 14, 2012 9 a.m. - 4:00 p.m.
Pole Green Park
8996 Pole Green Park Lane Mechanicsville, Virginia
Rain or Shine!
www.hanvertomatofestival.com

For Office Use Only - Processing	
Date _____	Staff _____
<input type="radio"/> Cash	<input type="radio"/> Ck# _____ <input type="radio"/> MO
Amount \$ _____	Receipt # _____
Payor _____	

PLEASE TYPE or PRINT LEGIBLY

Name of Organization or Business _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Name: _____ Phone (h/w) _____ (c) _____

Email address (for receipt & event communication): _____

Preferred set up day/time: Friday (10AM – 3PM) Saturday (6AM – 8AM) **NOTE** Any vendors arriving after 8AM will be routed directly to vendor parking.

VENDOR BOOTH SPACE INFORMATION

- We estimate booth sizes to be 15' x 15'.
- Limited electricity will be available upon advanced approval of Electrical Request. Generators are prohibited, unless special exception has been granted by Hanover Tomato Festival Executive Committee.
- All tents, chairs, tables, & all other items needed for your booth space are the responsibility of the vendor.
- Vendors are responsible for setting up, manning the booth for the entire event, and the removal of all items upon the conclusion of the Festival.
- Government Agencies (local, state or federal departments) are limited to one booth space at no charge. Additional booth spaces may be purchased at \$125 per space.

Number of Vendor booth space(s) requested: (\$125.00 per space)

Non-Profit agencies are required to reserve and pay standard booth space fee as listed above.

Number of Government Agency booth space(s) requested: (one at no charge, \$125 per addl. space)

For consideration, a Government Agency is defined as a local, state or federal department or agency.

Electricity requested at \$75.00 per space (limited) yes no

If yes, please complete and attach an Electrical Request Form. Submissions will be considered on a first come, first served basis

Approval of product, services, activities

Vendors are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth. Please keep in mind that this is a family friendly event when selecting items, activities & services. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.

The Hanover Tomato Festival is the signature event of Hanover County, highlighting the renowned Hanover Tomato. We seek creative and innovative products and services that capture the essence of the Hanover Tomato, the focus of this event.

Will your product(s)/services(s) be promoting the Hanover Tomato or Hanover County? yes no

If yes, please describe: _____

For those vendors who will be promoting the Hanover Tomato or Hanover County, consideration will be made to assign a corner or prime booth space located near the Hanover Tomato Festival Tomato Sales Tent.

Please check the box or boxes that best describe your product, service, or nature of your business.

<input type="checkbox"/>	Art/Paintings/Photography	Household Products	Business (information regarding services)
<input type="checkbox"/>	Candles	Outdoor Decor	Church/Religious Organization
<input type="checkbox"/>	Clothing	Pet Products	Community Group/Organization
<input type="checkbox"/>	Craft – Hair Accessories	Specialty Foods **see Food Samples	Government Agency
<input type="checkbox"/>	Craft – Jewelry	Other (please describe below):	Non-Profit Organization (information regarding services)
<input type="checkbox"/>	Craft - Woodworking		Political Party
<input type="checkbox"/>	Craft – Other (please describe)	If you are interested in becoming a Sponsor of the Hanover Tomato Festival, please visit www.hanovertomatofestival.com Sponsor Info	Community Partner providing free children’s activities ** see Community Partner Info below

Use of Hanover Tomato Festival name or logo

The “Hanover Tomato Festival” name and logo is trademarked by the Hanover Tomato Festival Committee. The sale of products containing the term and/or affiliated logo is unauthorized or prohibited use and is considered trademark infringement.

Items for Sale

Will items be sold at your booth(s)? yes no If yes, please provide a complete list of all items (attach additional pages if necessary)

Activities/Services

Will you be conducting any activities or services at your booth(s)? yes no

If yes, please describe in detail any and all activities and fees you will charge for them, if applicable. _____

Promotional Literature

Will you be providing any promotional literature or items at your booth(s)? yes no

If yes, please provide a list/description of the business, service or product(s) being promoted. _____

Food Samples

Will you be offering any food samples at your booth(s)? yes no

If yes, you must submit one of the following with your Vendor Application: Department of Agriculture Inspection Report or Chickahominy Health District Application for Temporary Food Establishment with appropriate fees (available online at www.hanovertomatofestival.com)

Child-friendly activities

Please be advised that all child-friendly activities (ex: face painting, duck ponds, games - for free or fee based, crafts, etc.) must be included on this application for consideration. Due to services being offered by Community Partners in the children’s area of the event, no exceptions will be made. Please see information below regarding becoming a Community Partner.

Community Partners

Community Partners help to create a family friendly fun atmosphere for event attendees. With their support, we are able to provide free activities, offering face to face interactions with children and families. As a Community Partner, you are required to provide an interactive game or hands on activity including all supplies, equipment and staff needed to be successful for the duration of the event. In return, your business or organization will be given one free booth space, which will be located adjacent to your activity area.

Are you interested in becoming a Community Partner? yes no

If yes, please provide a list/description of the activities/games you are proposing to offer. Please note that all activities will be reviewed and you will be provided with approval no later than May 15 based on all Community Partners proposals.

Make checks payable to **Hanover County Parks and Recreation.**
Applications will not be considered without payment.

PLEASE MAIL YOUR COMPLETED APPLICATION AND PAYMENT TO:
Hanover County Parks and Recreation
13017 Taylor Complex Lane Ashland, VA 23005

Please note the following timeline for communication:

Upon receipt of completed application and full payment - receipt postcard will be mailed to you
Applications will be reviewed regularly - approval status will be emailed or mailed to you within 14 business days
Vendor packet with booth number and parking passes will be mailed to you by June 29, 2012

No refunds will be issued after June 22, 2012

For additional information please log on www.hanovertomatofestival.com or email questions to hanovertomatofestival@co.hanover.va.us.

The Hanover Tomato Festival Executive Board reserves the right to refuse the approval of a vendor application. Vendors are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth. Please keep in mind that this is a family friendly event when selecting items, activities & services. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved by The Hanover Tomato Festival Executive Board also reserves the right to assign booth spaces according to the layout. Failure to adhere to the Festival rules and regulations may result in the removal of a vendor from the event with NO REFUND and being prohibited from participating in all future Hanover Tomato Festivals. By signing below, you fully understand and agree to abide by the above conditions and attached Rules and Regulations in regards to the Hanover Tomato Festival being held on Saturday, July 14, 2012.

Signed _____

Date _____

GENERAL INFORMATION

- The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a vendor application.
- The Festival assumes no responsibility for loss of product / equipment during the Festival or if the vendor chooses to set up their booth the night before the event.
- Vendors are prohibited from using the Hanover Tomato Festival name and logo.
- The consumption and selling of alcoholic beverages are prohibited in the park. Failure to adhere to this rule will result in the removal of the vendor from the Festival area.
- The participating vendor shall comply with all state, federal, and local laws, rules, ordinances, and regulations during the Festival. Failure to do so will result in the removal of the vendor from the Festival premises with NO REFUND.
- CANCELLATION REFUNDS will only be issued if notification is given to the Hanover Tomato Festival Executive Board three weeks prior to the event date.
- The Board may terminate the vendor agreement between the Hanover Tomato Festival and the vendor at any time upon breach of these rules and regulations. Upon termination, the Board may choose to keep all booth space rental fees paid by the vendor and may prohibit the participation of the vendor in all future Hanover Tomato Festivals.
- The Vendor hereby releases and agrees to indemnify and save harmless Black Creek Volunteer Fire Department, Hanover County, The Hanover Herald-Progress, The Mechanicsville Local and their employees and representatives from any and all claims of any nature for injury or loss that may result from participation or preparation for participation in the Hanover Tomato Festival. The vendor hereby fully consents to allow Hanover County Parks and Recreation to use photographs taken during this event for publicity purposes. The vendor fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the Festival.

VENDOR BOOTH DETAILS

- All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.
- **Generators are not permitted.** Limited electricity is available at \$75.00 per booth. Completed Electrical Request Form must be submitted. If approved, vendor must provide an extension cord (min 50 ft long).
- Access to water is not provided.

VENDOR REQUIREMENTS

- All personnel must remain within the vendor's space, informational flyers and brochures must be distributed within the vendor's space.
- No roving vendors are permitted. All vendors and their associates must stay within their booth space.
- All on-site storage must be kept within vendor's operating space. All walkways must remain clear at all times.
- Vendors are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
- Raffles are prohibited during the event.
- The selling of flea market items is prohibited.
- Vendors are required to remove all trash from their booth area.

EVENT INFORMATION

- The Hanover Tomato Festival is a rain or shine event. In the event of inclement weather leading up to or on the day of the event, vendors **may** be restricted from vehicular access to the event area. In the event of field closure to vehicular traffic, Hanover Tomato Festival staff and volunteers will be available to assist vendors in shuttling their belongings to and from their booth spaces. Additionally, vendors with heavy machinery, trailers or displays **may** not be permitted on the event field and vendor fees will be refunded to them in full.
- Vendor check-in is 6AM – 8AM the day of the event. ALL VEHICLES MUST BE REMOVED FROM THE EVENT AREA BY 8:30AM.
- Vendors must remain set up and man their booth through the entire event which concludes at 4PM.

VENDOR VEHICULAR ACCESS

- Vendors will be issued ONE vehicle Event Access Pass and TWO Vendor Parking Passes per approved booth. All passes must be displayed inside of the vehicle's windshield once entering Pole Green Park or they will be directed to General Event Parking.
- Event Access Passes will allow vehicular access to the event field on the day of the event, weather permitting, from 6AM – 8AM.
- Vendor Parking Passes will allow vehicular access directly to Vendor Parking, **without** access to the event field. Vendor Parking closes at 9AM, regardless of parking pass. Any and all vehicles arriving at Pole Green Park after 9AM will be directed to General Event Parking.
- All vehicles must be removed from the event field by 8:30AM.
- No vehicles will be allowed on the event field prior to 4:30PM.