



**VENDOR APPLICATION**  
**33rd Annual Hanover Tomato Festival**  
**Saturday, July 9, 2011 9 a.m. - 4:00 p.m.**  
**Pole Green Park**  
**8996 Pole Green Park Lane Mechanicsville, Virginia**  
**Rain or Shine!**  
**www.hanovertomatofestival.com**

<b>VENDOR SPACE #</b>  <hr/> <b>(For Office Use Only)</b>
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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): \_\_\_\_\_

**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.
- 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 or supported programs) 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 )

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

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

*If yes, please complete and attach an Electrical Request Form.*

**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, and the focus of this event.

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

Please check the box that best describes your product, service, or nature of your business?

- Crafts (handmade items)   
 Crafts (items for resale)   
 Political Party   
 Church/Religious Organization   
 Govt Agency  
 Business (product for sale)   
 Business (information regarding services)   
 Community Group/Organization   
 Sponsor

**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.

Will items be sold at your booth(s)?  yes  no

If yes, please provide a complete list of all items to be sold (attach additional pages if necessary) \_\_\_\_\_

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. \_\_\_\_\_

### Child-friendly activities

Please be advised that all child-friendly activities (ex: face painting, duck ponds, games - for free or fee based, crafts) 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. If you are interested in receiving information on becoming a community partner, please indicate your interest.

Please contact me with more information about becoming a community partner

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. \_\_\_\_\_

Make checks payable to Hanover County - Tomato Festival. **Applications will not be considered without payment.**

### PLEASE MAIL YOUR COMPLETED APPLICATION AND PAYMENT TO:

Hanover County - Tomato Festival  
8996 Pole Green Park Lane Mechanicsville, VA 23116

### 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 both number and parking passes will be mailed to you by June, 24, 2011**

**No refunds will be issued after June 17, 2011**

**For additional information please log on [www.hanovertomatofestival.com](http://www.hanovertomatofestival.com) or  
email questions to [hanovertomatofestival@co.hanover.va.us](mailto: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. 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 9, 2011.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Received:

Approved\_

Denied

Total Payment

Date

Check #

Cash  Money Order

Initials



# VENDOR RULES AND REGULATIONS

*Saturday, July 9, 2011*                      *9:00 a.m. – 4:00 a.m.*  
*Pole Green Park, 8996 Pole Green Park Lane, Mechanicsville, Virginia*

## EVENT INFORMATION

The Hanover Tomato Festival Executive Board (“Board”) reserves the right to refuse the approval of a vendor application.

The Hanover Tomato Festival is a rain or shine event. NO REFUNDS will be made in the event of rain. If weather is severe the Board will make the decision to continue the Festival to another date.

NO REFUNDS will be issued after three weeks prior to the event date.

The Festival assumes no responsibility for loss of product during the Festival or if the vendor chooses to set up their booth the night before the event.

Vendors will be issued TWO vehicle event access/parking passes per approved booth. Passes must be displayed inside of the vehicle’s windshield prior to arriving at the event check-in area.

Set up begins at 6:00 a.m. the day of the event and all vendors must be set up by 8:30 a.m. ALL VEHICLES MUST BE REMOVED FROM THE EVENT AREA BY 8:30 A.M.

Vendors must remain set up and man their booth through the entire event which concludes at 4:00 p.m. No vehicles will be allowed on the Festival grounds until 4:30.

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.

## VENDOR BOOTH INFORMATION

Each vendor will be provided with a booth space of approximately 15’ x 15’.

All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.

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 on-site storage must be kept within vendor’s operating space. All walkways must remain clear at all times.

**Generators are not permitted.** Limited electricity will be available at \$75.00 per booth upon completion and advance approval of Electrical Request Form. If approved, please bring a minimum of a 50 foot extension cord.

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.

## EVENT INFORMATION

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.