

RULES OF PARTICIPATION for ANTIQUE VENDORS at the HIGHLAND COUNTY MAPLE FESTIVAL

Sponsored by the Highland County Chamber of Commerce

- 1. Exclusive Exhibitor Clause:** The Highland County Chamber of Commerce has selected exhibitors for high quality and uniqueness of merchandise. I understand that I have been accepted into a juried antique show and that all of the merchandise to be sold is more than 30 years old, does not include reproductions, or items generally associated with flea markets. I understand that failure to comply with this policy can result in my immediate expulsion from the show and that I will forfeit all booth rental fees paid to the Highland County Chamber of Commerce and my future participation in the Highland Maple Festival.
- 2. Type of inventory:** Only the type of inventory which has been juried by photographs or slides and approved by the jury committee can be sold at the Highland Maple Festival. The exhibitor must provide a description of types of antiques to be sold at the Festival on the Exhibitor Contract, and any requests for additions or changes must be submitted in writing to the Highland County Chamber of Commerce 30 days prior to the scheduled event.
- 3. Both Weekends:** Exhibitors must agree to participate in both weekends of the show.
- 4. Booth Information:** All booths must remain open and must be staffed during the hours of the show. All booths must be completely stocked and set up and the surrounding aisles cleared of debris no later than a half an hour before the show opens each day (8:30 a.m.). Booths must remain set up and open for business until 5:00 PM closing time on all four days of the Festival. All exhibitors are responsible for dismantling their booths and vacating the exhibition areas no later than 8:00 PM Sunday evening on both weekends. The Highland County Chamber of Commerce reserves the right to clear and to dispose of any properties not taken off the premises at the close of the show on both Sunday nights without incurring any liability therefore. All costs of such removal, labor & shipping shall be charged to and paid by the exhibitor.
- 5. Exhibitor Complaints and Demeanor During the Show:** All exhibitor complaints and grievances during set up and the show hours must be addressed to Carolyn H. Pohowsky, Executive Director of the Highland County Chamber of Commerce and Festival Coordinator. Disruptive, unprofessional, or abusive exhibitor behavior will not be tolerated. The Highland County Chamber of Commerce reserves the right to enforce the dismissal of any exhibitor, employees or guests whose actions are deemed as detrimental to the operation of the show.
- 6. Booth Fees:** All booth payments made with an accepted contract are not refundable. Checks or Money Orders must be made out to the Highland County Chamber of Commerce. No personal or business checks postmarked after February 1 will be accepted — cashiers check, money order, or cash must pay all such late fees.
- 7. Late jury fee:** A \$25.00 *non-refundable* late juror's fee applies to booths not paid in full by December 20. Full refunds will be made only to applicants not accepted by the jury.
- 8. Vehicle Parking:** All vehicles must be parked in the designated parking areas prior to the opening of the show (information will accompany acceptance letters). Oversized vehicles (i.e., trucks, vans, trailers, campers, etc.) must be removed from Highland Museum & Heritage Center grounds prior to 8:30 AM on all four mornings of the Festival.

9. **RV and Camper Parking:** The Stonewall Ruritan Grounds (McDowell) can accommodate a limited number of RVs and campers for overnight stays. Electricity will be available on a "first come" basis for a fee of \$15.00 per night. Bookings must be confirmed in advance.
10. **Loading & Unloading Policy:** As a courtesy to fellow vendors, please unload/load vehicles as quickly as possible and remove them from the entryways to exhibition sites.
11. **Sales Tax:** All exhibitors are responsible for the VA State sales tax of 5% on all sales and orders. Tel. 804 367-8037 or <http://www.tax.state.va.us>.
12. **Insurance:** The Highland County Chamber of Commerce has a general liability insurance. This insurance does not cover exhibitor's booth contents, visitors within the confines of the exhibitor's leased space, or exhibitor's personnel. Exhibitors should consult their insurance brokers for proper coverage on liability and inventory from the time they leave their premises until their return. In most cases a rider can be attached to existing insurance policies. Exhibitors will be held responsible and will be required to pay the costs of repair of any damage that they or their personnel cause to the facility buildings or facility equipment, including interior and exterior doors, plumbing, electrical service, grounds, floors, ceilings, and walls.
13. **Booth Décor:** Standard 10' x 10' booths will be provided. Tables, chairs, tents, display fixtures, and (heavy duty) electrical cords are the responsibility of the exhibitor and will not be provided by the Highland County Chamber of Commerce or the Highland Museum & Heritage Center. All exposed parts of booth display and tables must be finished and attractive from all sides.
14. **Smoking:** There will be no smoking permitted at any time inside any of the public facilities used by the exhibitors.
15. **Pets:** There will be no pets permitted inside the aforementioned public buildings or within the confines of the assigned exhibitor's booths (indoors or outdoors).
16. **Trash:** Exhibitors are responsible for removal of all trash within the confines of their booth at the end of each day.
17. **Liability/Insurance:** Neither the Highland County Chamber of Commerce nor its agents or employees, nor the Highland Museum & Heritage Center, nor their agents or employees, shall be liable for any damage to the property of or for the loss of any business to the exhibitor, or for any loss of the exhibitor by theft, damage by fire or other means, or for injuries to the exhibitor, its employee, agents, or customers or guests arising from any cause or matter whatsoever.

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