

**RULES OF PARTICIPATION
for 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. **The arts and crafts to be sold at the Maple Festival must be handcrafted and made by the applicant. Resale items and imported crafts are not accepted into the show unless specifically sanctioned and, should such items be identified during the show, the Chamber of Commerce reserves the right to ask for those specific items to be removed from the show. Furthermore, blatant disregard of the spirit of the arts & crafts show will result in immediate dismissal from the show and the forfeiture of all fees.**
- 2. Arts & Crafts' Vendors:** Only the 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 all merchandise 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. Exceptions must be approved by the Chamber of Commerce. There will be no reduction in fees for vendors who attend less than the full four days of the show.
- 4. Food Vendors:** Sellers of food, packaged or unpackaged must meet Virginia's Department of Health codes. Food vendors who are not USDA approved must apply for a temporary food permit through the Highland Health Department (tel. 540 468-2270). Additional information at the web site: www.vdh.state.va.us.
- 5. Certificate of Liability Insurance:** All vendors selling any type of food product must include Certificate of Liability Insurance with their application. Under "description of operation," list the Highland Maple Festival. Food Vendors must include the Chamber of Commerce as an additional insurer. (Vendors selling non-consumables do NOT need to include a Certificate of Liability Insurance.)
- 6. Returning Vendors:** Vendors returning to the show from one year to the next will receive priority with regard to booth assignments and, unless a vendor requests a change in location, every effort will be made to reassign vendors the same booth space held the previous year. Applications are juried in the order of the date they are submitted; however, a returning vendor's space will not be held in reserve after January 1.
- 7. Both Weekends:** Exhibitors must agree to participate in both weekends of the show.
- 8. 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. 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 therefor. All costs of such removal, labor & shipping shall be charged to and paid by the exhibitor.

9. 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.

10. 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.

11. Late Fee: A \$25.00 non-refundable 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.

12. 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 Main and Spruce Streets in Monterey prior to 8:30 AM on all four mornings of the Festival.

13. RV and Camper Parking: The Stonewall Ruritan Grounds (McDowell) and Highland High/Elementary School (Monterey) can accommodate 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.

14. 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.

15. Sales Tax: All exhibitors are responsible for the VA State sales tax of 5.0% on all sales and orders. Tel. 804 367-8037 or visit the web site at www.tax.virginia.gov.

16. 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.

17. Booth Décor: Standard 10' x 10' booths will be provided. Tables, chairs, 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. All exposed parts of booth display and tables must be finished and attractive from all sides.

18. Smoking: There will be no smoking permitted at any time inside any of the public facilities used by the exhibitors (including the Stonewall Ruritan Building, The Highland Museum and Heritage Center, the Highland County Crafts Building, the Highland County Courthouse, and the Highland High and Elementary School Buildings).

19. 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).

20. Trash: Exhibitors are responsible for removal of all trash within the confines of their booth at the end of each day.

21. Liability/Insurance: Neither the Highland County Chamber of Commerce nor its agents or employees, nor the participating Arts & Crafts Show venues, 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. Inquiries can be addressed to:

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