

# How to become a **Vendor** at the **Hanover Tomato Festival**

## Reserving Your Vendor Booth:

- Reserve your vendor booth(s) by paying online at [www.hanoverparksrec.com](http://www.hanoverparksrec.com) or submit payment and vendor application to Hanover County Parks and Recreation.
- Your payment receipt payment serves as confirmation of your vendor booth reservation.
- Approval to participate as a vendor is contingent upon review of your **Vendor Application**.
- Your completed **Vendor Application** must be received within ten (10) days from your online booth reservation.

## Vendor Booth Fees:

Vendor Booth(s)	Fee per space
On or before April 15, 2015	\$125.00
April 16, 2014 or later	\$150.00

## 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.
- Please note we will be only allowing a limited number of vendors per category, approved on a first come, first served basis.

## Vendor Booth Information

1. Each vendor will be provided with a booth space of approximately 15' x 15'.
2. All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.
3. 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.
4. **Generators are not permitted for arts & craft and commercial vendors.** 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.
5. 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.
6. Raffles are prohibited during the event. The selling of flea market items is also prohibited.
7. Access to water is not provided.
8. Tents must be securely weighted down. Staking of tents is strictly prohibited.
9. Vendors are responsible for the collection and removal of their own trash from the Festival premises. Failure to do so may result in a fine and/or denial in future participation in the Hanover Tomato Festival.

## Event Information (Vendors)

1. The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a vendor application.
2. 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.
3. NO REFUNDS will be issued after June 1, 2015.
4. 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.
5. Vendors will be issued TWO (2) vehicle passes per approved booth. Passes MUST be displayed to access the designated vendor parking areas. Failure to display your parking pass will result in being directed to the general parking area. Additional passes available until 7/10/15. Please Note: If you have individuals dropping items off for you, they will need to have a vehicle pass to access the vendor parking areas as well. (No Exceptions)
6. Vehicular field access for booth supply drop off/unloading & loading is prohibited. On Friday Only-There will be designated unloading zones on the perimeter of the event field. Vendors are responsible for carting items from the unloading zones to your booth space. (max. distance to cart items: 250 ft.). On Saturday-The unloading zones will not be available. Vendors will be required to park in the designated parking areas and cart items to your vendor space. (max. distance to cart items: 475-500 ft.)

7. Vendors must remain set up and man their booth through the entire event which concludes at 4:00 p.m. Loading areas on the perimeter of the event field will be made available for vehicle access starting at approximately 4:30 p.m. (Time subject to change based on event crowd.)
8. Vendors are prohibited from using the Hanover Tomato Festival name and logo.
9. 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 with NO REFUND.
10. 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.

## How to become a **Food Vendor** at the **Hanover Tomato Festival**

### Food Vendor Designations

- **Full Service Food Vendor:** Full service food menu and up to five (5) beverage choices (i.e., water, tea, soft drinks, lemonade, etc.)
- **Specialty Food Vendor:** One (1) specialty food item and up to three (3) beverage choices (i.e., water, soft drinks, etc.)

### Reserving Your Vendor Booth

- From January 1-31, 2015, priority registration is available to previous Hanover Tomato Food Vendors only.
- Reserve your booth(s) by paying online at [www.hanoverparksrec.com](http://www.hanoverparksrec.com) or submit payment and vendor Application to Hanover County Parks and Recreation.
- Your payment receipt payment serves as confirmation of your booth reservation.
- Approval to participate as a Food Vendor is contingent upon review of your **Full Service -or- Specialty Food Vendor Application.**
- Your completed **Application** must be received within ten (10) days from your online booth reservation.
- On February 1, 2015, if space is available after priority registration, new food vendors may follow the above listed steps to reserve their space at the event. (First come, first served basis)
- All applications require a photo of your booth set up and operational.

### Booth Fee Schedule:

	<b>Full Service Food Vendor</b>	<b>Specialty Food Vendor</b>
Fee	\$500	\$300
Booth Space Size	20 x 20	15 x 15
Electrical access	Included in fee, however complete and accurate Electrical Use Form must be included with application	No electrical hook up allowed, but generators will be considered for use on a case-by-case basis
Food/beverage items	Main dish Sides Up to five (5) beverage choices (i.e., water, tea, soft drinks, lemonade, etc.)	One (1) specialty food item Up to three (3) beverage choices (i.e., water, soft drinks, etc)
Staff/Volunteer meal	Required to offer a \$6.00 Staff/Volunteer Meal (at least main dish and drink)	N/A

### Approval of products

- Food Vendors are required to provide a complete list of all items to be sold their booth.
- Food Vendors will not be permitted to sell items that are not pre-approved.
- Please note we will be only allowing a limited number of Community Partners per category, approved on a first come, first served basis.

## Health Department Notes

- All food vendors will be inspected the morning of the event
- All temporary food vendor applications and fees must be received at the Chickahominy Health District (Hanover Health Department) a minimum of ten (10) business days prior to the event. This includes vendors that are only providing samples of foods at the event. No foods prepared in home kitchens, unless the home kitchen is inspected by the Virginia Department of Agriculture and Consumer Services, will be considered an approved food source per the Virginia Food Regulations. The Hanover Tomato Festival is not considered a farmer's market.
- Food vendors will not be allowed to begin food preparation without pre-approval by the Health Department.
- The Health Department will arrange inspection times with each vendor based on the type of food service offered. Inspections may be scheduled for the evening before the event and/or the morning before the event.
- Food vendors are required to demonstrate knowledge in food safety and have a properly equipped temporary food establishment. The Chickahominy Health District offers a basic online food safety class for temporary food vendors at <http://www.vdh.virginia.gov/lhd/Chickahominy/food.htm>. It is recommended that all vendors view this online training. This class was prepared by a local health district in Michigan, however, the majority of information is applicable to operating in Virginia.

## Food Vendor Booth Information

1. Each vendor will be provided with a booth space of approximately 15' x 15' (Specialty) and 20'x20' (Full Service)
2. All tents must be securely anchored down. Your space will be in close proximity to the area where MedFlight helicopters lands and take off. There are underground electrical and irrigation lines – staking of tents is strictly prohibited.
3. All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.
4. 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.
5. Vendors are responsible for the collection and removal of their own trash from the Festival premises. Failure to do so may result in a fine and/or denial in future participation in the Hanover Tomato Festival.
6. Food vendors must have temporary food permit and pass inspections from Chickahominy Health District and Office of the Fire Marshall.
7. FULL Service Food Vendors-Electricity will be provided. Electrical access will be provided for items approved on the Electrical Request Form.
8. SPECIALTY Food Vendors-Electricity is not provided. Generator usage will be considered on a case-by-case basis.
9. Access to a potable water supply will be available on site.
10. Food Vendors are required to provide a complete list of items to be sold. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
11. Food vendors are responsible for the collection and removal of their own trash and liquid waste from the Festival premises. Failure to do so, may result in a fine and/or denial in future participation in the Hanover Tomato Festival.
12. ALL Full Service Food Vendors are required to offer a \$6.00 Staff/Volunteer meal (at a minimum to include a main item and drink), offered to individuals with Meal Tickets from a side entrance of your booth. These Meal Tickets will be distributed by the Hanover Tomato Festival Executive Committee to staff, volunteers and event personnel. At the conclusion of the event, all Meal Tickets will be collected and you will be compensated at \$6.00 per ticket.

## Event Information (Food Vendors)

1. The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a food vendor application.
2. 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.
3. NO REFUNDS will be issued after June 1, 2015.
4. The Festival assumes no responsibility for loss of product during the Festival or when the booth is set up the night before the event.
5. Vendors will be issued TWO (2) Event field vehicle passes per approved booth. Passes MUST be displayed to access the designated areas. Failure to display your access pass will result in being directed to the vendor parking area. Additional

vendor parking passes available until 7/10/15. Please Note: If you have individuals dropping items off for you, they will need to have a vehicle pass to access the vendor parking areas as well. (No Exceptions)

6. Vehicular field access for booth supply drop off/unloading & loading is available as follows: Friday-9 am-8pm and Saturday 5:30am -8:30am and 4:30pm-6:30pm. (Event Field Access Pass must be displayed.) Once the festival has started there will be no vehicle access in and/or out of the event field area. If you need additional supplies, those individuals going out for and/or bringing you supplies must have a vendor parking pass displayed to access the designated parking areas. Failure to do so, will result in them being directed to the general parking area (No exceptions.)
7. Vendors must remain set up and man their booth through the entire event which concludes at 4:00 p.m
8. Vendors are prohibited from using the Hanover Tomato Festival name and logo.
9. 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 with NO REFUND.
10. 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.

## **How to become a Community Partner at the Hanover Tomato Festival**

### **Becoming a Community Partner:**

Community Partners help 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 supplies, equipment and staff needed to be successful for the duration of the event.

Community Partners may be offered a free or discounted booth in exchange for providing a children's activity for event attendees. Please complete the below information and you will be notified if your application has been approved.

### **Reserving Your Community Partner Booth:**

- Reserve your booth(s) by paying online at [www.hanoverparksrec.com](http://www.hanoverparksrec.com) or submit payment and community partner application to Hanover County Parks and Recreation.
- Your payment receipt payment serves as confirmation of your booth reservation.
- Approval to participate as a community partner is contingent upon review of your **Community Partner Application**.
- Your completed **Application** must be received within ten (10) days from your online booth reservation.

### **Booth Fee Schedule:**

<b>Vendor Booth(s)</b>	<b>Fee per space</b>
On or before April 15, 2015	\$125.00
April 16, 2014 or later	\$150.00

### **Approval of product, services, activities**

- Community Partners 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.
- Community Partners will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
- Please note we will be only allowing a limited number of Community Partners per category, approved on a first come, first served basis.

### **Community Partner Booth Information**

1. Each Community Partner will be provided with a booth space of approximately 15' x 15'.
2. All tents, chairs, tables, and items for sale etc. are the responsibility of the Community Partner.
3. All personnel must remain within the Community Partner's space, informational flyers and brochures must be distributed within the designated event space. Roving is not permitted. All on-site storage must be kept within the Community Partner's operating space. All walkways must remain clear at all times.
4. All Community Partners will be located in the Children's area of the event field. Electrical Hook up is not available in this area. Generator usage will be approved on a case-by-case basis.

5. Community Partners are required to provide a complete list of all activities to be conducted at their booth. Activities that have not been approved will not be permitted. Raffles are prohibited during the event.
6. Access to water is not provided.
7. Tents must be securely weighted down. Staking of tents is strictly prohibited.
8. Community Partners are responsible for the collection and removal of their own trash from the Festival premises. Failure to do so may result in a fine and/or denial in future participation in the Hanover Tomato Festival.

### **Event Information (Community Partners)**

1. The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a Community Partner application.
2. 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.
3. NO REFUNDS will be issued after June 1, 2015.
4. The Festival assumes no responsibility for loss of product during the Festival or if the Community Partner chooses to set up their booth the night before the event.
5. Community Partners will be issued TWO (2) vehicle passes per approved booth. Passes MUST be displayed to access the designated Community Partner parking areas. Failure to display your parking pass will result in being directed to the general parking area. Additional passes available until 7/10/15. Please Note: If you have individuals dropping items off for you, they will need to have a vehicle pass to access the Community Partner parking areas as well. (No Exceptions)
6. Vehicular field access for booth supply drop off/unloading & loading is prohibited. On Friday Only-There will be designated unloading zones on the perimeter of the event field. Community Partners are responsible for carting items from the unloading zones to your booth space. (max. distance to cart items: 250 ft.). On Saturday-The unloading zones will not be available. Community Partners will be required to park in the designated parking areas and cart items to your booth space. (max. distance to cart items: 475-500 ft.)
7. Community Partners must remain set up and man their booth through the entire event which concludes at 4:00 p.m. Loading areas on the perimeter of the event field will be made available for vehicle access starting at approximately 4:30 p.m. (Time subject to change based on event crowd.)
8. Community Partners are prohibited from using the Hanover Tomato Festival name and logo.
9. The consumption and selling of alcoholic beverages are prohibited in the park. Failure to adhere to this rule will result in the removal from the Festival area with NO REFUND.
10. The participating Community Partner 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 from the Festival premises with NO REFUND.