



2017 VENDOR RULES & REGULATIONS

Saturday, July 8, 2017 9am – 4pm

Pole Green Park

8996 Pole Green Park Lane, Mechanicsville VA 23116

www.hanvertomatofestival.com

Important information included, so be sure to take the time to read it thoroughly.

Please retain a copy for your records

EVENT INFORMATION

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, 2017.
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. The Hanover Sheriff’s Office will close access and monitor the event area from 8:00pm on Friday until 5:45am on Saturday.
5. A maximum of 3 parking passes per booth space will be issued. 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.
Please Note: If you have individuals dropping items off for you, they will need to have a parking pass to access the vendor parking areas as well. **(No Exceptions)**
6. Vehicular field access for booth supply drop off/unloading and loading is prohibited.
 - **Friday, July 7:**
 - There will be designated “load in zones” on the perimeter of the event field.
 - Vendors are responsible for carting items from these zones to your booth space. (Approximate distance is 250-300 ft.)
 - Loading assistance is available at an additional cost at the time of registration. Limited availability.
 - **Saturday, July 8:**
 - There are no “load in zones.”
 - Vendors will be required to park in the designated parking areas and cart items to your vendor space. (Approximate distance is 475-750 ft.)
 - “Load out zones” 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.)
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.
11. If you are a vendor selling food items and/or providing food samples, you must complete a Temporary Food Establishment Permit Application from the Hanover Health Department. <http://www.vdh.virginia.gov/LHD/Chickahominy/newsletters.htm>

VENDOR CHECK IN INFORMATION

Vendors may pick up their goodie bags, booth number information, event map and parking passes (required to access vendor parking areas) on the following dates:

EARLY VENDOR CHECK IN

Monday, June 12 – Thursday, June 15, 9am – 7pm daily
Pole Green Park Community Center
(brick building located on the right side of Pole Green Park Lane,
past the entrance to the dog park and equestrian area)

EVENT VENDOR CHECK IN

Friday, July 7, 9am – 4pm
Event Information
(located along Pole Green Park Lane)

This important vendor information **will not be mailed** and is unable to be emailed, so please make the necessary arrangements to have a representative from your business/organization “check in”.

VENDOR BOOTH INFORMATION:

Artisan, Commercial, Non-Profit, Political Party, Government Agency Vendors

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, unless purchased at the time of application.
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 walkways must remain clear at all times.
4. **Generators are not permitted.** Electricity (limited availability) is available at the time of application (\$75 per booth). If approved, please bring a minimum of a 50 foot grounded 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. For franchise businesses, only one representative per franchise is permitted. Vendors will be accepted on a first come, first served basis.
7. Raffles are prohibited during the event. The selling of flea market items is also prohibited.
8. Access to water is not provided.
9. Tents **MUST** be securely weighted down, or you will be asked to remove them. Staking of tents is strictly prohibited.
10. 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.
11. **If you are selling food items and/or providing food samples**, a Health and/or Agricultural Department permit is required for all food related sales.
 - a. All vendors selling food must fill out an application with the Virginia Health Department for a temporary permit application.
 - b. Vendors who have an Agricultural Inspection will not have to pay a fee, but must apply and send a copy of their latest inspection with their application.
 - c. For specific questions, please call the Chickahominy Health Department at (804) 365-4313 and fax number is (804) 365-4361.
 - d. All applications must be submitted to the Health Department no later than June 9, 2017.
 - e. The Health Department will receive a list of vendors selling any type of food item (salsa, honey, bread, etc.).
 - f. Vendors selling/sampling food items must be available for inspection by the Health Inspector the day of the event.

Full Menu and Specialty Food Vendors

1. Each vendor will be provided with a booth space of approximately 20' x 20'.
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 walkways must remain clear at all times.
4. **Generators are permitted.** The make and model information must be provided at the time of application. The vendor must supply grounded electrical cords in good condition.
5. Vendors are required to provide a complete menu at the time of application and will not be permitted to sell items that are not approved.

Full Menu Vendors:

 - Must feature a minimum of two unique food items featuring the signature Hanover Tomato (Tomato pie, BLT's, Fried Green Tomatoes, Salsa, etc.)
 - Unlimited food options and (non-alcoholic) beverage options
 - Must provide a staff/volunteer meal option (\$6.00)

Specialty Food Vendors:

 - Limit one (1) specific menu item
 - Up to three (3) (non-alcoholic) beverage options
6. Access to potable water is provided.
7. Bagged ice will be available for purchase (three (3) 10 lb. bags for \$10 - cash only).
8. Tents **MUST** be securely weighted down, or you will be asked to remove them. 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.
10. Health and/or Agricultural Department permit is required for all Food related sales.
 - a. All vendor selling food must fill out an application with the Virginia Health Department for a temporary permit application.
 - b. For specific questions, please call the Chickahominy Health Department at (804) 365-4313 and fax number is (804) 365-4361.
 - c. All applications must be submitted to the Health Department no later than June 9, 2017.
 - d. Vendors selling/sampling food items must be available for inspection by the Health Inspector the day of the event.
 - e. Vendors that have successfully completed the Chickahominy Health District food Safety Certification course are permitted to begin food preparation before inspection, only if those who have taken the course are present.
11. Inspections by the Hanover County Fire Marshall's Office and Virginia Department of Health will be conducted on the event day. Please read carefully the Virginia Department of Health and Hanover County Fire Marshall requirements: www.hanovercounty.gov/RP/Fire_and_Health_Department_Packet.pdf
12. **Refunds will not be issued for failure to pass inspection and/or removal from the event.**
13. Trash dumpsters, grey water and oil disposal tanks will be located on site and available for your use.
14. You will have vehicle access to your vendor space and will be permitted to have a limited number of supply vehicles parked near your vendor space.

MaterFUN Zone

1. Each MaterFUN zone participant will be provided with a booth space of approximately 20' x 20' space.
2. All tents, chairs, tables, and items needed for approved activity are the responsibility of the vendor, unless purchased at the time of application.
3. All personnel must remain within the vendor's space, informational flyers and brochures must be distributed within the vendor's space. 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.** Electricity (limited availability) is available at the time of application (\$75 per booth). If approved, please bring a minimum of a 50 foot grounded extension cord.
5. MaterFUN zone participants are required to provide a complete list of services/activities to be conducted at their booth when applying. Vendors will not be permitted to sell items, provide services or conduct activities that are not 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, or you will be asked to remove them. 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.

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.