

# Hanover Tomato Festival

Saturday, July 9, 2016 9:00 AM – 4:00 PM

Pole Green Park, 8996 Pole Green Park Lane, Mechanicsville, Virginia

www.hanovertomatofestival.com

## 2016 EVENT APPLICATION

For Office Use Only

Date \_\_\_\_\_ Staff \_\_\_\_\_

Cash  Ck # \_\_\_\_\_  MO  CC

Amount \_\_\_\_\_

Payor: \_\_\_\_\_



Please check the appropriate category for your event participation:

- Artisan /Commercial /Non-Profit /Political Party (**Complete Sections A, B, C, F, G & H**)  
Program # 5897 (Government Agencies # 5901)
- Mater FUN Zone (**Complete Sections A, E, G & H**) Program # 5899
- Food Concessions (**Complete Sections A, D, F, G & H**) \*Registration opens 1/15/16  
Program # 5898

### SECTION A: Business/Organization Information

- Name of Organization or Business \_\_\_\_\_ (Name to be used in all event promotions)
- Number of parking passes requested:
- Representative to receive event information: \_\_\_\_\_
- Representative's email address: \_\_\_\_\_ Cell #: \_\_\_\_\_  
(All event information will be sent to the listed email address.) Cell phone carrier (for event text alerts): \_\_\_\_\_  
(i.e, Verizon, Sprint, AT&T, etc.)
- Website: \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you are a returning vendor from 2015 requesting the same booth number, please provide the booth number(s): \_\_\_\_\_

### SECTION B: Booth Information - Non-Profit agencies are required to reserve and pay standard booth space fee as listed above.

**Early Mater** - Registration open from December 1, 2015 - April 1 / Fee: \$150 (Booth size: 15 x 15)

Applications postmarked/received after April 1 will be required to pay "Ripe Mater" fee

**Ripe Mater** - Registration open from April 2 - June 1 / Fee: \$175 (Booth size: 15 x 15)

Applications postmarked/received after June 1 will be required to pay "Late Mater" fee and booth availability may be limited.

**Late Mater** - Registration open from June 2 until Full / Fee: \$200 (Booth size: 15 x 15)

Booth placement choices/availability will be limited.

- Number of booth spaces you wish to reserve: \_\_\_\_\_

Total \$ \_\_\_\_\_

#### Optional Add-Ons:

- Will you be requesting a tent installed at your booth area? No  Yes  Fee: \$200/ per 15 x 15 tent

- Will you be requesting electricity? No  Yes  Fee: \$75

If yes, please complete the following information:

Description of item requiring electricity	AMPS required	110V or 220V	Total w/Add-Ons: \$
_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____



## SECTION E: Mater FUN Zone Information

\*Please include a photo of your game/activity set up.

The Mater FUN Zone is designed for our younger event attendees and helps create a fun family-friendly atmosphere for all attendees. With your support, we are able to provide free activities, offering face to face interactions with children and families attending the event. Businesses/organizations participating in the Mater FUN Zone will be offered a **discounted extra-large booth space** (20'x20') in exchange for providing a **FREE** children's activity for event attendees.

Some examples of Mater FUN Zone activities we are looking to offer include the following: face painting, toss and spin games, hands on crafts, build stations, balloon sculptures, etc. Approval to participate in the Mater FUN Zone is contingent upon review and approval of your application and proposed activity.

Please provide a detailed list and description of activities, games, and prizes you are proposing to offer in the Mater FUN Zone:

---

---

---

---

- Number of Mater FUN Zone spaces you wish to reserve: \_\_\_\_\_ Fee: \$50 **Total: \$ \_\_\_\_\_**

### Optional Add-Ons:

- Will you be requesting a tent installed at your booth area? No  Yes  Fee: \$275/ per 20 x 20 tent
- Will you be requesting electricity? No  Yes  Fee: \$75

If yes, please complete the following information:

Description of item requiring electricity	AMPS required	110V or 220V	Total w/Add-Ons: \$
_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____

## SECTION F: Health and/or Agricultural Department Permit Information

Health and/or Agricultural Department Permits – are required for all FOOD SALES and/or SAMPLINGS. All vendors with food products must fill out an application with the Virginia Health Department for a Temporary Food Permit. Vendors who have an Agriculture Inspection will not have to pay a fee, but must apply and send a copy of their latest inspection with their application. For specific questions, please call the Chickahominy Health Department at (804) 365-4313 and fax number is (804) 365-4361.

All applications must be submitted to the Health Department by June 10, 2016. The Health Department does receive a list of the vendors selling and/or sampling any type of foods (salsa, honey, bread, etc.) Food Vendors must be available for inspection by the Health Inspector on the Saturday of the Festival.

## SECTION G: Vendor Check In/Unloading Zone Information

**Friday, July 8:** Check in with vehicular access to the designated unloading zones on the perimeter of the event field will be available from 9:00 a.m. until 4:00 p.m. Event field and booth access will close promptly at 8:00 p.m. Parking passes must be displayed to access the unloading zones. (Estimated distance to haul items from zones: +/- 250ft.)

**Saturday, July 9:** Check in begins at 5:45 a.m. the day of the event, where vendors will be parked in the designated parking areas and will be responsible for transporting all items from their vehicle to their booth space. Parking passes must be displayed to access the designated vendor parking areas. (No Exceptions). Vehicle access will not be permitted to the loading areas until 4:30 p.m. (Estimated distance to haul items from zones: +/- 500ft.)

**All vendors must be set up by 8:45 a.m. on Saturday, July 9.**

## SECTION H: Signature Required

### Use of Hanover Tomato Festival name or logo:

The "Hanover Tomato Festival" name and logo are 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.

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 by The Hanover Tomato Festival Executive Board. The Hanover Tomato 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, 2016.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Payment Information

<b>Method Of Payment</b>	<input type="checkbox"/> Cash (Please bring correct change)	<input type="checkbox"/> Check (Make payable to Hanover County)	<input type="checkbox"/> Credit Card (Complete information below)
	Please circle one: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Credit Card Number: <input type="text"/>	Exp Date: <input type="text"/>
	Is the cardholder name and billing address the same as above? <input type="checkbox"/> yes <input type="checkbox"/> no (if no, please attach info)	Cardholder Signature <input type="text"/>	CCV <input type="text"/> <i>on back of card</i>
Hanover County Parks & Recreation    hanoverparksrec.com    parksandrec@hanovercounty.gov    Fax: (804) 365-4696    (804) 365-7150			



**PLEASE SUBMIT THIS COMPLETED VENDOR APPLICATION & PAYMENT TO:**

### Hanover County Parks and Recreation

Mail to: 13017 Taylor Complex Lane, Ashland, VA 23005

Email to: [hanovertomatofestival@hanovercounty.gov](mailto:hanovertomatofestival@hanovercounty.gov) / Fax to: (804) 365-4696

Make checks payable to: Hanover County Parks and Recreation