

## Community Day Terms & Conditions



### **All applications must be received by June 1, 2017**

Please make checks payable to *Giving Hope Foundation, Inc.* Booth Fees may also be paid with a credit or debit card via PayPal. After your application has been processed you will receive a confirmation by mail, phone or email.

*Giving Hope Foundation, Inc. is a non-profit organization with a federal 501(C)(3) status. All donations to Giving Hope Foundation, Inc. are tax deductible. All proceeds from the Community Day Event stay in Nelson County to support cancer patients. Fees are suggested donations.*

### **By submitting this application you accept all of the following terms-please sign and date below.**

1. There are NO "exclusive" arrangements explicit or implied. We strive to keep product duplication to a minimum.
2. Fees are not refundable in the event of vendor cancellation.
3. **STRICTLY PROHIBITED:** Non-profit exhibitors are not permitted to sell, or fundraise during the event.
4. **STRICTLY PROHIBITED:** Resale items, garage sale, flea market, mass produced items are not allowed. The committee reserves the right to request the removal of any items that are inappropriate for a family friendly event.
5. All Participants will offer a family friendly item or activity free of charge. Examples include a free sample of a product, a raffle for an item or gift certificate, an interactive display or demonstration, a craft, game, contest or activity. If you need help contact our committee and we will give you some creative ideas to choose from.
6. Booth assignments are based on a first come, first serve basis. Priority will be given to our community sponsors. If you require electricity, you must specify needs on your registration form. Booths WILL NOT be assigned until paid in full.
7. All participants are responsible for their own set-up and take-down. Participants are expected to bring their own chairs, tables, tents/covers. Participants must be in place by 10:00 am on the day of the event and vehicle parked in assigned vendor/exhibitor parking area. If not, the participant is considered a "no show".
8. Participants must remain open, occupied and operating during event hours of 12:00 pm until 8:00 pm. Participants will confine their display to their assigned booth space. Participants must maintain cleanliness in and around booth at all times and dispose of trash at the end of the day to appropriate trash containers. ALL canopies must be properly anchored.
9. Participants whose booth includes live animals are responsible for the care and supervision of their animals at all times and clean up after the event.
10. Only those Participants who have applied and been accepted by the Community Day / Giving Hope Foundation, Inc. are allowed to sell their wares. Unless specified on the application, tables cannot be shared or sublet.
11. Upon acceptance, notification will be sent with instructions for booth set-up, location and tear down. Participants will receive a parking pass and must park in designated areas after unloading. Violators will be towed at owners' expense.
12. All Participants, by submission of an application therein, agree to hold harmless the Community Day and Giving Hope Foundation, Inc. as an organization and as individuals, against any and all claims for damages, injuries and other incidents to person or property. Community Day and Giving Hope Foundation, Inc. is not responsible for participant's property and occurrences over which it has no control, such as power outages, acts of God, or any other event that may hinder attendance or sales. **No refunds, no exceptions.**
13. **STRICTLY PROHIBITED:** No selling (money exchange) of products or services on site (except with express permission from Community Day / Giving Hope Foundation, Inc. upon acceptance of registration form). No animals, alcohol, weapons, tobacco products, propane tanks or burners/flames without prior notification and approval. Insurance certificates may be required in some instances.
14. Food vendors **must** provide full menu list.
15. Food vendors will submit a copy of their permit 7 days prior to the event. For information please visit: [www.vdh.virginia.gov/thomas-jefferson/food-service-operation-permit/](http://www.vdh.virginia.gov/thomas-jefferson/food-service-operation-permit/) or contact Stephanie Yard, 434-972-4318.
16. **Liability Insurance Certificate:** Wineries, Breweries, Food Vendors, and Packaged/Retail Foods Vendors must provide Nelson Community Day / Giving Hope Foundation, Inc. with a liability insurance coverage certificate evidencing coverage of \$1,000,000 naming "Community Day and Giving Hope Foundation, Inc. its officers, owners, and volunteers", as co-insured.

It is our commitment to host a successful event and to ensure the enjoyment and comfort of both the participants and attendees. For more information and up to date details, please check our web site at [www.givinghopefoundationinc.org](http://www.givinghopefoundationinc.org) and <https://www.facebook.com/NelsonCountyDay>

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

Company/Organization: \_\_\_\_\_

**Community Day**  
Hosted by: Giving Hope Foundation, Inc.  
Vendor/Exhibitor Application Form



**VENDOR INFORMATION**

Business/Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail Address (Required): \_\_\_\_\_  
Website: \_\_\_\_\_ (permission to link from CD/GHF website)

**BOOTH INFORMATION**

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**Vendor Categories**

**Commercial** – Products and services of commercial companies and distributors. **Fee \$200 (Space Size 20 x 30)**  
**Early Bird Special Vendors/Exhibitors Only - Fee \$175 per space (Must be post marked by April 1, 2017)**

**Food Vendor** – Foods prepared onsite for consumption. A full menu must be included with application. Terms and Conditions for insurance and health department permit requirements. **Fee \$150 (Space Size 20 x 20)**  
**Early Bird Special – Fee \$125 per space (Must be post marked by April 1, 2017)**

**Retailer / Franchise** – Direct manufactured/prepared merchandise, prepackaged consumables, at-home franchised products such as Mary Kay, 31 Products, etc. **Fee \$65 (Space Size 10 x 20)**  
**Early Bird Special - Fee \$45 per space (Must be post marked by April 1, 2017)**

**Artist** – All products must be hand-made and non-food. **Fee \$55 (Space Size 10 x 10)**  
**Early Bird Special - Fee \$45 per space (Must be post marked by April 1, 2017)**

**Non-profit** – Fee \$35 (Space Size 10 x 10)  
**Early Bird Special - Fee \$25 per space (Must be post marked by April 1, 2017)**

**Electricity - \$35 per hook-up** **All exhibitors and vendors must provide their own canopy.**

**VENDOR APPLICATION FEES & PAYMENT: (SUGGESTED DONATION)**

**Vendor Application Fees – fill in appropriate category and amount.**

Vendor Category: \_\_\_\_\_  
Fee: \_\_\_\_\_ Electricity: \_\_\_\_\_ Total Enclosed: \_\_\_\_\_

Make Checks Payable To: **Giving Hope Foundation, Inc.**  
You can pay online via PayPal at [www.givinghopefoundationinc.org](http://www.givinghopefoundationinc.org)

**SALES: Will you be selling goods at this event? YES NO (Please Circle) If so please provide a brief description and / or attach a photo.**

**FREE DRAW: It is recommended that each exhibitor offer an item or activity free of charge for attendees to encourage traffic flow to your booth. Will you offer a free draw? YES NO (Please Circle) Please describe your activity/item.**

**DISCLAIMER AND SIGNATURE: I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in exclusion from this event.**

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

**Return completed both forms along with payment to:**  
Giving Hope Foundation, Inc. P. O. Box 464, Lovingson, VA 22949