

# Smith River Fest Vendor Packet

**When:** Saturday, August 12<sup>th</sup>, 2017 from 9am to 5pm

**Where:** Smith River Sports Complex, 1000 Irisburg Rd., Axton, VA



## Vendor Rules & Regulations

1. Vendors will be approved (via application) by the festival committee. Applications will be accepted through August 1, 2017 or until spaces run out.
2. Vendor fees may be paid by check or money order and must accompany all vendor applications. (See application for fee schedule). If application is received without payment, it will be returned. **No refunds after 6/30/17.**
3. Booth Sizes are 15' x 15' (see application for fee schedule); vendors must provide their own booth materials, i.e. tent, tables, chair(s), etc.
4. Vendor set-up time and unloading is from 7 a.m. to 8:45 a.m. Vendors may drive their vehicles into the festival area to unload. Vendors must then immediately remove the vehicle from the festival area and park in the designated parking area(s). Booths must be set up and open by 9:00 a.m.
5. All vendors must stay the entire time the festival is open.
6. No items will be sold that are deemed to be obscene, controversial, dangerous or illegal by the festival committee. This includes including weapons and fireworks. This is a family oriented event; all booths will be in good taste.
7. Vendors must pick up all garbage in their area before leaving. Trash cans and recycling bins will be provided as well as trash pickup (from these receptacles). **Please clean up your area.**
8. Booths must be taken down and removed from the festival no later than 6pm on the day of the festival.
9. Use of alcohol, cigarettes and illegal drugs will not be allowed or tolerated on festival premises, with exception of alcohol provided by approved wine vendors and the beer garden.
10. Spaces are assigned by the festival committee, we cannot guarantee that a vendor will be assigned the specific space and/or area requested.
11. No duplication of branded items (i.e. Mary Kay, Tupperware, Thirty-One, etc.) will be allowed.

### Additional Regulations for Food Vendors

- All food vendors must have overhead protection i.e. tent or canopy.
- All food vendors must apply for a permit through the Virginia Department of Health within 10 business days of the event.
- Food vendors using an open flame or any cooking equipment must furnish their booth with a working fire extinguisher.
- No duplication of main dish items for food vendors will be allowed: i.e. Hotdogs, Hamburgers, BBQ, etc. nor duplications of popcorn, cotton candy, sno-cones, etc.
- Vendor product must be specified on the application. In case of food duplications, please list your second & third choices. If your first choice is not granted, only then will you be notified.
- **No glass or Styrofoam containers will be allowed** (for customer use) in the vending areas. i.e. plates, drink cups, etc. Vendors must furnish paper or plastic items for customers to eat/drink from.

# Vendor & Sponsorship Options



## **Presenting Sponsor (One available) \$2,000**

Includes:

- All publicity will say “Smith River Fest, presented by [vendor name]”.
- Prominent 15’ x 15’ booth space on Sponsor Row
- Display of full color logo and online link on SmithRiverFest.com and all print materials
- Use of sponsor name in all social media posts
- Display of single color logo on event shirts

## **Naming Rights to Activity Areas \$250 each**

Includes:

- Prominent 15’ x 15’ booth space adjacent to activity area
- Display of full color logo and online link on SmithRiverFest.com
- Display of full color logo on activity area banner
- Use of sponsor name in social media posts relating to that specific activity area

Available Activity Areas Include:

Hammock Village | Casting Pool | Kids Cycle Station | Kids Zone

## **Class II Rapids Sponsor- \$200**

Includes:

- 15’ x 15’ premium booth space near festival entrance (unless other location is requested)
- Display of full color logo and online link on SmithRiverFest.com
- Minimum of ten (10) social media plugs
- Display of single color logo on event shirts

## **Class I Rapids Sponsor- \$75**

Includes:

- 15’ x 15’ booth space near festival entrance (unless other location is requested)
- Display of full color logo on SmithRiverFest.com
- Minimum of five (5) social media plugs

## **General Exhibitor \$30 or \$15 for non-profit (must provide proof of 501(c)3 status)**

Includes:

- 15’ x 15’ Booth Space
- Display of booth name on SmithRiverFest.com
- Minimum of two (2) social media plugs

## **Additional 15’x15’ Booth Spaces- Extra \$15**

# Vendor Application

Please read all vendor rules & regulations carefully before mailing this form; you will be expected to abide by them.

Name: \_\_\_\_\_ Company/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please describe your product/service or food items:

**Please Check All that Apply:**

food vendor  will bring generator  booth is a vehicle/trailer (specify length: \_\_\_\_\_)

**Please Select Sponsor/Booth Type:** See descriptions on previous page

Title (\$2,000)

Activity Area (\$250) Circle First Choice: HV | CP | KCS | KZ

Class II Rapids (\$200)

Class I Rapids (\$75)

Gen. Exhibitor (\$30)

Gen. Exhibitor: Non-Profit (\$15)

Extra Spaces \_\_\_\_\_ x \$15 each

**Total Booth Fee enclosed:** \_\_\_\_\_ Please make checks payable to: Henry County Park & Recreation

## All Vendors Must Sign Below

Vendor agrees that participation in Smith River Fest is entirely at own risk and assumes total responsibility for accidents, damages and other claims that result from or during their activities in Smith River Fest or in transit to/or from the event, whether such occur to the owner or third parties. Owner understands that the Smith River Fest Planning Committee, the Smith River Sports Complex, EDC-Tourism or Henry County does not assume any responsibility for such liabilities, and Owner agrees to release and hold the committee, Henry County, the Smith River Sports Complex and EDC-Tourism harmless. Signature of owner denotes that the vendor has read and agrees to the above terms set for the 2016 Smith River Fest. Violation of any of the above rules may result in disqualification from participation in future festivals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Please sign & mail or hand-deliver this form along with your check/money order to: Henry County Park & Recreation, PO Box 7, Collinsville, VA 24078. Deadline for booth application is August 1, 2017 or when spaces run out. For questions contact: Roger Adams at 276.634.4640.**