



Oyster Harvest Festival

2023 EXHIBITOR RULES & REGULATIONS

Event Summary

On November 11th, 2023, The Montpelier Center for Arts & Education will hold its 4th Oyster Harvest Festival. This event will take place outdoors. It will host local artisans selling their art/goods, live music, a cash bar, with delicious oysters and fair food for the community to enjoy. The Oyster Harvest Festival will bring together talented producers in our area to offer visitors a chance to celebrate local food and artisanal goods.

Location

The Montpelier Center is located at 17205 Mountain Road, Montpelier, VA 23192. The Oyster Harvest Festival will take place on the front lawn of The Montpelier Center.

Date / Hours

The Harvest Festival will take place Saturday, November 11th, 2023, from 11am through 3pm. Exhibitors are permitted to arrive at 9am to begin setup of their booth. Breakdown and cleanup must be completed by 5pm, unless otherwise arranged with office staff.

Exhibitor Guidelines

This event is held rain or shine, excluding severe weather conditions that would impair safe driving. Should significant rain be forecasted, this event will take place indoors in The Montpelier Center ballroom and surrounding art gallery.

Eligibility Requirements

Goods **grown or made** by the exhibitor are preferred, including arts and crafts and consumable produce and value-added items. Only exhibitors accepted into the Oyster Harvest Festival are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.

Booth Information

All booths will be 10 ft. deep and 10 ft. wide and located throughout The Montpelier Center's lawn.

- Each exhibitor is responsible for their own display materials.
- All tents, tables, chairs, and displays must fit within your allotted booth space. If you are interested in reserving chairs, please note on your application and we will let you know if there are any available.
- All work and displays must stay within your designated booth spot. No debris should be visible. The assigned booth must be kept clean throughout the event and left as found afterwards.
- Amplified music is not permitted without the consent of The Montpelier Center, with the exception of entertainment contracted by The Center for the event.

Fees

Booth Fee is \$25 and will need to be submitted once The Montpelier staff has accepted application. An electronic invoice will be sent to email provided. You can pay online, or mail/drop-off check or cash to The Montpelier Center.

Cancellation/Refunds

If you wish to cancel your reservation, please contact The Montpelier Center office. It may take up to 4 weeks for a refund to be processed. All refunds are subject to approval by The Montpelier Center. The deadline to request a refund is Friday, November 6th, 2023.

Sales Tax

Exhibitors are responsible for tracking and reporting their own sales tax in accordance with the rules and regulations of the State of Virginia.

Compliance

If selling consumable goods, exhibitors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at the Oyster Harvest Festival must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

Accident/Injury

Any accident or injury must be immediately reported to the Montpelier Center staff. Anyone who comes to participate in the market, whether exhibitor, customer, or other, comes at his or her own risk. Exhibitors will operate at their own risk and assume liability from the customers.

Lost or Stolen Property

Exhibitors and customers, not The Montpelier Center, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or lost property, the police will be contacted, and appropriate action taken.

Event Management/Exhibitor Needs

This event is managed by The Montpelier Center for Arts & Education. Should exhibitors have any needs before or during the event, they are encouraged to contact Mary Ann Stamey at programs@montpeliercenter.org or (804)883-7378.

Application Instructions

Application Deadline

Applications must be submitted by Monday, November 6th, 2023 at 3pm

Application Procedure

An Exhibitor application must be submitted and approved prior to sales at the Oyster Harvest Festival. **A \$25.00 booth fee is due once application has been accepted by Montpelier Staff.** All applications must also be accompanied with **3 photos showing samples of your crafted goods.** Photos should be in jpeg or png format if submitted electronically. Photos can be emailed to programs@montpeliercenter.org.

Submit your application and sample images by email, mail, or by dropping at The Center's office. Your application will not be complete or considered until the entire application has been received.



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Mailing Address:

The Montpelier Center for Arts & Education
Attn: Mary Ann Stamey
17205 Mountain Road
Montpelier, VA 23192

Office/Physical Address:

17205 Mountain Road
Montpelier, VA 23192

Email Address/Phone:

Mary Ann Stamey
programs@montpeliercenter.org
(804) 883-7378

Name(s) Date

Business Name

Business Physical Address City/ZIP

Mailing Address (if different) City/ZIP

Home Phone **Cell Phone**

Email Address

Addresses to any business website and/or social media accounts

Name of co-workers, employees, family members, or friends who will accompany you at your Harvest Festival booth

I am interested in selling (please check all that apply): *

- | | | |
|---|---|--|
| <input type="checkbox"/> Bath & Body | <input type="checkbox"/> Gourmet/Value Added Food | <input type="checkbox"/> Vegetables and Fruits |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Ceramics & Glass | <input type="checkbox"/> Metal | <input type="checkbox"/> Other |
| <input type="checkbox"/> Digital Art | <input type="checkbox"/> Mixed Media | |
| <input type="checkbox"/> Fine Arts/Graphics | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Toys | |

** Please read The Oyster Harvest Festival Exhibitor Rules and Regulations regarding what may or may not be sold at the market.*

Please provide detail about the products you are interested in selling and describe your production method.

Exhibitor Booth Assignments and Parking

Booth assignments will be finalized and reported to exhibitors prior to the day of the Festival. Booths will be assigned with consideration given to special needs of exhibitors (i.e. special arrangements of display, electricity needs, etc.) Electrical outlets are limited and not guaranteed—we will inform you if we aren't able to provide close access. Exhibitors cannot park in the fire lane but can utilize The Montpelier Center's Parking Lot to bring their display materials to their booth. Exhibitors may park their cars in The Montpelier Center's Parking Lot for the duration of the event.

Please describe any special needs you have or any additional information you feel should be considered.

I hereby certify that I have read, understand, and agree to abide by The Montpelier Center's Oyster Harvest Festival 2023 Rules and Regulations

Signature

Date