



# Montpelier Oyster Fest

## 2024 VENDOR RULES & REGULATIONS

### Event Summary

On Saturday, November 9, 2024, The Montpelier Center for Arts & Education will hold its 5<sup>th</sup> Annual Oyster Festival. This event will take place on our Village Green and inside The Montpelier Center building. The Oyster Fest hosts vendors, live music, and a children's area. We are serving delicious oysters served in a variety of ways, along with hamburgers, hot dogs, and chowder! The Oyster Festival will bring together talented Artists and good food on a Fine Fall Day.

The Montpelier Center is located at 17205 Mountain Road, Montpelier, VA 23192.

### Vendor Guidelines

This event will be 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 its galleries.

### Date / Hours

The Oyster Fest will take place Saturday, November 9, 2024, from 11am through 4pm. Vendors 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.

### Eligibility Requirements

Handcrafted items and consumable products are preferred. All vendor's crafts/items need approval by the Montpelier Center. If any item is deemed inappropriate, we will ask that it be removed from display. Only Vendors accepted into the Oyster Fest are permitted to participate i.e., subletting, selling, or giving space to anyone is not permitted.

### Booth Information

All booths will be approximately 10 ft. x 10 ft. and located throughout The Montpelier Center's lawn and building.

- Each exhibitor is responsible for their own display materials and outdoor electrical extension cords.
- All tents, tables, chairs, and displays must fit within your allotted booth space.
- 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 \$75 and will need to be submitted with application by October 4, 2024. You can pay online, or mail/drop-off check or cash to The Montpelier Center.

### Cancellation/Refunds

Understand, all cancellations must be in writing, and received by Montpelier Center by October 18, 2024. The booth fees will then be Refunded. If paid by cash or check; refund may take up to 4 weeks to be processed.

## Sales Tax

Vendors are responsible for tracking and reporting their own sales tax in accordance with the rules and regulations of the Commonwealth 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 Fest 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 Vendor, customer, or other, comes at his or her own risk. Vendors will operate at their own risk and assume liability from the customers.

## Lost or Stolen Property

Vendors 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 Vendors have any needs before or during the event, they are encouraged to contact Lloyd Dunnivant at [info@montpeliercenter.org](mailto:info@montpeliercenter.org) or (804)883-7378. More information such as parking instructions and layout will be sent prior to event.

# Application Instructions

## Application Deadline

**Applications must be submitted by Friday, October 4th, 2024**

## Application Procedure

A Vendor application must be submitted. All vendors crafts/items need approval by the Montpelier Center **A \$75.00 booth fee is due with application. Your application will not be complete or considered until the entire application has been received.**

**\*Fill out Application online by using the link below**

**([https://reg.learningstream.com/reg/event\\_page.aspx?ek=0035-0031-9ef810a19874431984c4c54b7ee0618d](https://reg.learningstream.com/reg/event_page.aspx?ek=0035-0031-9ef810a19874431984c4c54b7ee0618d))**

**Or scanning the QR code to the right. ----->**



