

## RULES AND REGULATIONS

### APPLICATION AND ACCEPTANCE

1. Completing an application does not guarantee acceptance. Do not send in the vendor fee with your application.
2. An acceptance letter will be sent out via e-mail stating that you are accepted and asking for your Vendor Fee. First round.
3. Vendors are responsible for remitting any sales tax required by law.

### EVENT SET-UP AND DURING EVENT

1. Vendor will be provided a vendor space approximately 12' x 12'. Vendor must provide all tables, chairs, canopies, and other equipment needed for its space.
2. Vendor can set up beginning at 6:00 A.M. and all vehicles be off the street by 9:00 A.M. Vendor must maintain booth and surrounding area in a neat and professional manner with regard to appearance.
3. Vendors will be on pavement and are required to mark with bright colors any wires/ropes extending from tent and **tents should be anchored (must provide anchors) to withstand the elements.**
4. Vendor may only display those items included and approved in their application. Any changes to listed display items must be submitted for approval.
5. Food vendors must follow all VDH regulations.
6. Event Staff reserves the right to review all displays throughout the event to ensure all regulations are being followed, and to refuse any items considered unsuitable or inappropriate. The following are prohibited:
  - a. Consumption or possession of controlled substances at the Event;
  - b. Dirty or unkempt booth or employees including any health department violations;
  - c. Language or behavior not appropriate for a family event;
  - d. Weapons, or items which can be classified as weapons;
  - e. Other violation of the rules and regulations provided.
7. Vendor must be prepared with sufficient inventory to display for the duration of the Event and must preside over their booth. No early shut-downs or late arrivals permitted.
8. Subletting of vendor space is prohibited.
9. Vendor understands that if the event is canceled due to inclement or hazardous weather, no refunds will be issued. If the event is not cancelled, but the vendor chooses not to show, no refund will be issued.
10. We will not be accepting Multi Level Marketing (MLM) vendors.