



GermanFest 2015, *Celebrating the Germanic Heritage of the Shenandoah Valley*

presented by the **Shenandoah Germanic Heritage Museum**

FESTIVAL DETAILS

Date & Time	September 12, 2015, 10:00 am – 6:00 pm
Location	Hottel-Keller Homestead, 11523 Back Road, Toms Brook, VA 22660-2401 2 miles off I-81, Exit #291
Festival Admission	\$5 per person to attend Children under 12 FREE <i>All GermanFest profits benefit the Museum and next year's GermanFest</i>

VENDOR CATEGORIES AND DEFINITIONS

Vendor is defined as anyone selling products who is not part of a non-profit or historical society.

Demonstrator is defined as making a craft on site, and within the period of 1750-1950. Demonstrators are not selling a product, thus there is no exhibit fee.

Non-profits and historical societies may set-up an *information booth at no charge*. The Shenandoah Germanic Heritage Museum may request a reciprocal agreement. You may sell items pertaining to your non-profit status (such as books, commemorative mugs, museum t-shirts, etc.) by applying under the Non-Profit/Historical Selling category. Vendors in this category are not allowed to sell food and/or beverages.

Main Food Vendor^{*†} is defined as a vendor providing a variety of large food items such as sandwiches, fried chicken or pizza. The food is primarily prepared onsite and mostly consumed onsite.

Snack Food/Drink Vendor^{*†} is defined as a vendor serving only a few small food items such as ice cream, donuts, popcorn or soda. The food is primarily prepared onsite and may be packaged and sold for both onsite consumption and take home.

**Each vendor must provide a Certificate of Insurance which has Hottel-Keller Memorial, Inc. (dba--Shenandoah Germanic Heritage Museum) listed as an additional insured. Please enclose it with your completed application.*

† Main and Snack Food Vendors are responsible for acquiring a temporary event food permit (\$40 fee) with the Shenandoah County Health Department.

GENERAL INFORMATION

Set-up Time: GermanFest is open to the public from 10am-6pm. Vendors may begin set-up as early as 7:00 am and must be finished by 9:00 am. If you require additional set-up time, please contact us to make special arrangements.

Displays: All tables, chairs and coverings must be provided by exhibitors. There is no provision for electrical hook-up.

Applications: All applications must be signed, dated and submitted with payment.

Liability: The Shenandoah Germanic Heritage Museum and Hottel-Keller Memorial, Inc. are not liable for personal injury or loss, damage, theft, breakage or destruction of goods on exhibit. The exhibitors shall be solely responsible for their own property, employees and for all public claims and liabilities.

Cancellations: Failure to notify The Shenandoah Germanic Heritage Museum and Hottel-Keller Memorial, Inc. in advance of any cancellation will affect your future participation in GermanFest. Booth fees are refundable until 5:00 pm, August 31, 2015, with a \$15 cancellation fee; No refunds after August 31, 2015. All cancellations must be in writing.

Parking Passes: One parking pass will be given out per exhibit space purchased, not one per person working the booth. Additional parking passes may be purchased at \$5 each. Vendors who need to exit and re-enter the festival grounds must go to the GermanFest Headquarters Booth on the day of the festival and request a Re-Entry Pass (to be hung on rear view mirror) or they will be charged for parking each time they re-enter the festival.

Taxes: Exhibitors are required to collect their own Sales Tax.

Trash: Trash receptacles will be located throughout the Festival grounds. Vendors are responsible for providing a trashcan for small waste items in their own booth, and neatly bagging all trash from their booth at the end of the festival.

Electricity: There is no power available at this location. You will be responsible for providing your own power source if needed. You must indicate on your application if you are supplying your own generator, and it must be a quiet one that does not distract from the atmosphere of the festival.

Exclusivity: GermanFest does not guarantee exclusivity. There may be other vendors displaying/selling similar products or services.

Rain Date: GermanFest will be held if there is a light drizzle, but not in a downpour. Check the website (www.GermanFestVA.org) on the morning of the event for up to the minute information. Our rain date is the next day, Sunday, September, 13th at the same time.

THE GERMANFEST COMMITTEE RESERVES THE RIGHT TO:

- Close down the festival for public safety reasons (i.e. severe weather conditions) without refunding individual vendors.
- Have exhibitors or vendors remove unacceptable or inappropriate items and to relocate or dismiss any participant or selling activity.
- Deny any application from a business or exhibitor deemed inappropriate for the Shenandoah Germanic Heritage Museum's GermanFest.

SHOW RULES

1. The exhibitor's booth must be open and staffed during show time.
2. Exhibitor's booth must not interfere with adjacent exhibits or aisles in any way. No items may be offered for sale outside of the assigned booth space.
3. YOU MAY NOT DISMANTLE YOUR DISPLAY OR START PACKING UP BEFORE CLOSING TIME! This includes bringing in and/or carrying out boxes.
4. You must supply your own table and chairs as well as any tent or covering you may desire. Your display table must have a cloth or skirt. The booth fee is only for the ground space. Boxes must be stored neatly and out of sight.
5. Vendors must provide their own coverage if they choose to leave their booths; Germanfest volunteers will not be available to do this.
6. Set-up: Designated areas are marked for exhibitor parking and for exhibitors to unload. You must unload your display and goods into your space as quickly as possible and immediately move your vehicle to the exhibitor parking area.
7. No exhibitor may sell his assigned space to another vendor. No subletting of any portion of stand without permission. No changing of assigned spaces.
8. Vendors selling/preparing food must adhere to all Health and Fire Department regulations related to booth set up and proper food preparation and service. Vendor understands that the Health and or Fire Department will close their operation and vendor will forfeit all fees paid under this agreement if standards are not adhered to.
9. ALL BALANCES MUST BE PAID 30 DAYS PRIOR TO SHOW. We reserve the right to cancel your space if you have not paid by the due date. If you cancel 30 or less days before the show, you are still responsible for the balance due.
10. Food/Drink/Snack Vendors are required to provide a Certificate of Insurance which has Hottel-Keller Memorial, Inc. (dba--Shenandoah Germanic Heritage Museum) listed as an additional insured. Please enclose it with your completed application. Only vendors who have applied under a food category may sell food or beverages to be consumed on site. See definitions on page 1 for details.
11. Vendors whose booth fees are based on % of sales are required to complete the "Cash Receipts Form" and submit it with payment at the closing of the festival. A staff member will bring it to you approximately thirty minutes prior to closing.

Failure to obey any of the above Rules and Regulations will affect your future participation in GermanFest.