

**41st Annual Heart Of Virginia Festival
Saturday, May 4, 2019**

**Please print, complete, and mail this application
2019 Heart of Virginia Application- Community Outreach**

Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Phone: _____ Email: _____
IRS Employer Identification Number/ FEIN: _____

** Or 501(c)(3) Form attached

• Feel free to share my contact information with other local event planners
YES _____ NO _____

• I have previously participated in the Heart of Virginia Festival:
YES _____ (_____ Years) NO _____

1 Space = 10' X 10' (purchase additional space(s) if needed)
Please Note that **Very few spaces have electricity**

Prices are as follows (Please mark the appropriate choice):

_____ Sell/ Fundraise Space: \$35 Early Registration \$70 Regular Registration
_____ Information ONLY: \$15 Early Registration \$25 Regular Registration

**Electricity (Cost in addition to space)
_____ YES (add) \$35 for 120v or \$50 for 240v
_____ NO

_____ I would like to request the same space I had last year
(Consideration of placement requests is honored, but not guaranteed)

Is there anything you would like us to know when assigning your space (ie: companies, organizations, and products that you would or would not like to be in close proximity):

Please describe in detail your participation in the Festival: Check all that apply: (Attach additional information if needed)

_____ Educational _____ Non- Profit _____ Civic
_____ Religious _____ Other (Please describe) _____

*****NEW IMPORTANT INFORMATION REGARDING FOOD SALES-PLEASE READ*****

****If you are planning to sell any food items that are prepared on-site, require refrigeration, or heat, you MUST register as a FOOD VENDOR. ** and complete & return page 3 of this application.**

*****If you have bake sale items – Please complete and return page 3 of this application there are new VDH health inspector guidelines. *******

• Are Bake Sale items being sold? _____ YES _____ NO

CONTRACT & WAIVER

Please read the following statements carefully. To participate, you must sign and return this statement with your application.

- I agree to allow the Heart of Virginia Festival Board full use of images and other promotional materials (Photographs, video tape, audio tape) taken during the Festival for purposes of promoting the Festival this year and in future years.
- I understand that failing to follow the Community Outreach Guidelines and/or General Guidelines will result in a \$35 fee and I may not be invited to return to the Festival in subsequent years. I also understand that any unpaid fees will prohibit future participation.
- I do hereby waive the Town of Farmville, Heart of Virginia Festival, Festival Board of Directors, judges, any sponsor, or fellow participant from liability due to personal injury, loss or damage to any property that may occur during the Heart of Virginia Festival.
- Please be advised any potential insurance risk is subject to your own personal insurance company. To insure proper coverage and mitigate any potential risks to you, contact your personal insurance agent. *If you have insurance please submit a certificate of insurance with your application form.*

Signature Date _____

Parent Signature (if under 18) Date _____

Before mailing, be sure that you have included the following:

- Completed 2019 Application with signed Contact & Waiver
 - Application Fee (Checks or money order payable to: Heart of Virginia Festival)
 - **Early Registration (Received by Friday March 15, 2019)** \$15 per space or \$35 per space with permission to sell/ fundraise
- OR
- **Regular Registration** \$25 per space or \$70 per space with permission to sell/ fundraise
 - Please indicate 501(c)(3) status your organization has obtained along with a copy of the 501(c)(3) certificate and/or Federal Tax ID #. (required for first time vendors only)
 - A Certificate of insurance is requested (not required) that lists the Heart of Virginia Festival as additional named insured.

Mail to: Heart of Virginia Festival, Attention Community Outreach

P. O. Box 35

Farmville, VA 23901

PLEASE NOTE: Cancelled checks serve as preliminary acceptance as a participant. If you supply an email address, we will let you know that we have received your application. Otherwise, space assignments and confirmation materials will be sent in April.

Office Use Only:

Amount _____ Check Number _____ Date Received _____

FEIN or 501c3 certificate _____ Insurance _____

****REFUNDS **WILL NOT** BE ISSUED FOR ANY REASON AFTER FRIDAY MARCH 15, 2019****

Crafters and Community organizations

Will you be selling or giving away food at this year's Heart of Virginia Festival?

If you will give away or sell any food items, you must declare that on your application to participate in the festival.

No, we won't be selling or giving away food. – Thanks! We just needed to check. You're all set.

Yes, we will be selling or giving away food. – Great! We need to share that information with the Health Inspector. We have a more questions to follow up. For each one, please circle Yes or No.

Yes or No: Will the food be prepared off-site in a kitchen facility that has been inspected and approved by the Virginia Department of Agriculture and Consumer Services (VDAC)?

Yes or No: Will the food be industrially packaged, like bags of chips or bottled drinks that you purchased at the grocery store?

Yes or No: Will the food be prepared on site at the Heart of Virginia Festival?

These questions are important because the Virginia Department of Health (VDH) regulations state that, with very limited exceptions, food items must be 1) prepared on site, 2) industrially packaged, OR 3) prepared in a facility that has been inspected and approved by the Virginia Department of Agriculture and Consumer Services (VDAC).

Vendors will not be able to sell or give away food that falls outside of these options. In the past, a number of Heart of Virginia Festival vendors have sold home-baked goods. Please note that, unless those are prepared in a VDAC-approved facility, they no longer comply with VDH regulations.

Specific questions about updates to VDH regulations should be directed to Mr. Paul Hill at the Piedmont Health District in Farmville.

For applications for food vendors:

Please note that Virginia Department of Health regulations stipulate that food vendors preparing food on site must have a Certified Food Protection Manager on site. For additional information, please visit the VDH website: <http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators/cfpm/>

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