



**South Boston Harvest Festival**

432 Main Street, South Boston, VA 24592

Telephone: (434)-575-4208 Fax: (434) 575-4275

E-mail: info@downtownsobo.com..... Website: [www.downtownsobo.com](http://www.downtownsobo.com)

**Saturday, September 28, 2024**

**NON-PROFIT VENDOR APPLICATION**

**ENTRY FEE:**

**\$40.00** made payable to **South Boston Harvest Festival**. All fees are non-refundable.

Send completed application and payment (check, money order or credit card information) to:

South Boston Harvest Festival

432 Main Street

South Boston, VA 24592

Service Charge for all returned checks **\$25.00**

**REQUIREMENTS TO APPLY:**

- ✓ Must give information as to what you will have in your booth space – food, raffle tickets, information handouts, cookbooks, etc.

**GENERAL INFORMATION:**

- ✓ This is an outdoor festival held in the streets of downtown South Boston.
- ✓ Booth space is 10 by 10. The space may be on the street or on the sidewalk area between the trees.
- ✓ You may purchase two spaces if needed, \$40.00 per space.
- ✓ Vendors provide their own tables, chairs, tents, shelves, racks, extension cords, etc.
- ✓ Exhibit hours 9:00 a.m. to 5:00 p.m. Be ready to sell at 9:00 a.m. and sell until 5:00 p.m.
- ✓ **Vendors leaving before 5:00 pm may not be invited back.** No selling is permitted after 5:00 p.m.
- ✓ Fee is non-refundable due to cancellation on your part or inclement weather. This is a “rain or shine event” - no rain date.
- ✓ Exhibit spaces will be arranged by the Harvest Festival organizers according to the order of application received, paid application fee, and what works best for the flow of the festival.
- ✓ All vendors must sell to the street side of the festival.
- ✓ As the festival is a family event, all items displayed or sold must be in “good taste.” This is up to the discretion of the Harvest Festival organizers.
- ✓ Vendors will receive acceptance confirmation. Closer to Festival a vendor check-in information letter will be sent.
- ✓ Estimated attendance of previous festivals was around 6,000.

**For Office Use Only:**

App# \_\_\_\_\_ Date Rec. \_\_\_\_\_ Conf. Sent \_\_\_\_\_ Fee Paid \_\_\_\_\_

# NON-PROFIT VENDOR APPLICATION

**\$40.00 application fee—must accompany this application**

**(All fees are non-refundable)**

Organization Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone:(\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: **(PLEASE PRINT CLEARLY, you will receive festival information by email):** \_\_\_\_\_

## Full Mailing Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Facebook link (if applicable): \_\_\_\_\_

Items in your booth (Any food sold to the public requires VA Department of Health paperwork and fees. Please call 434.433.3545 for more information. You are responsible for contacting the health department). List items:  
\_\_\_\_\_

**NOTE:** Please state if you are bringing a tent. Not all vendor spaces are tent friendly. Your space cannot be altered to fit a tent if you do not indicate that you will be using one.

Will you bring a tent? Yes  No  If yes, state size of tent (**required**) \_\_\_\_\_

**Are you purchasing two or more spaces?**  No, just one  Yes If yes, how many? \_\_\_\_\_

**ELECTRICAL NEEDS:** (check the one that applies to you)

**Option #1** None

**Option #2** Yes (120v/20amps)

**Option #3** Yes I need extra electricity (include the volts/amps you require \_\_\_\_\_)

**If yes Option 2 or 3, what will you use the electricity for? For example: cash register, lamps etc.**  
\_\_\_\_\_

\*Extra electricity is limited. If your electrical needs are above 120v/20 amps, please call and discuss this with the festival coordinator for approval, before mailing in application. **There is an additional charge for extra electricity. Call 434-575-4208 for more information.**

Do you have handicapped needs?  Yes  No

Have you been here before as a **vendor**?  Yes  No

How did you hear about this festival? \_\_\_\_\_



## PAYMENT INFORMATION

(Payment is due with the application to secure your spot)

Payment by check: Please make check or money order payable to **South Boston Harvest Festival**

Payment by credit card: Please complete the information below or call the office 434-575-4208

Name as it appears on card \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Card  VISA  MASTERCARD  DISCOVER

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Signature (required): \_\_\_\_\_

Please check to confirm that you agree with the following: By submitting this form, I understand that my Credit Card will be charged the fee for my application to the South Boston Harvest Festival upon the Festival's receipt of this application form. Your receipt will be emailed back to you. Your statement will show a charge made to Destination Downtown South Boston (DDSB). **All fees are non-refundable.**

## Agreement

**Signature required – this page must accompany your application**

**PRINT OUT ALL PAGES - FILL OUT COMPLETELY  
RETURN COMPLETED FORMS TO THE FESTIVAL OFFICE**

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Any questions call 434-575-4208, fax 434-575-4275 or email [info@downtownsobos.com](mailto:info@downtownsobos.com). For more information visit, [www.DOWNTOWNSOBO.COM](http://www.DOWNTOWNSOBO.COM) or <https://downtownsobos.com/south-boston-harvest-festival/>

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By signing this application, each vendor is fully responsible for their own entries, including loss by breakage, theft, fire, rain, or any other cause of damage to inventory or self. Vendors are responsible for any insurance they deem necessary. Also, the vendor hereby expressly releases Destination Downtown South Boston and the Town of South Boston from any and all liability for damage, loss or injury to any person or goods from any cause whatsoever. Destination Downtown South Boston and the Town of South Boston assume no responsibility or liability for fire, theft, rain, or other loss or damage or for injuries to person or property.

Signature Required: \_\_\_\_\_ . Date \_\_\_\_\_

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## NO SOLICITATION AGREEMENT

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

The South Boston Harvest Festival allows all vendors to operate their booth space within the allotted dimensions as stated on all applications, each paid space being 10 ft by 10 ft. All vendors will agree to use their 10 by 10 booth space to display their wares in that area. At no time during festival hours (9:00 am to 5:00 pm) will vendors or any of their associates be allowed to go up and down the festival streets and solicit the visitors. Any vendor or their associates who do not abide by this agreement will be asked to leave the festival immediately and will not be allowed to return to the festival in future years.

Signature of Contact Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Please read, sign, date and return this NO SOLICITATION AGREEMENT to the  
South Boston Harvest Festival, with your application.**

**All fees are non-refundable.**

**Thank you for your application and support!**