

**Rural Retreat Heritage Days
19th Annual Festival
July 27, 2024
Rural Retreat, VA 24368**

Vendor Invitation must be received as listed below:

Food Vendors: 5/31/24 Deadline

Other Vendors: 7-12-24 Deadline

The Rural Retreat Heritage Days includes the sale of food and beverages, hand-crafted items, works of art and manufactured goods intended for safe use by people of all ages. The Rural Retreat Heritage Days Committee reserves the right of review and approval of all vendors and merchandise. Vendors are asked to be opened to the public on Saturday by 11 a.m. **All vehicles must be moved out onto the street after set-up. Limited security will be provided onsite the day of the festival.**

Name of Business or Organization _____

On Site Manager _____

Phone _____ **Email** _____

Address _____

City/State/Zip _____

All vendors include description of food items or goods to be sold: _____

Type of Vendor: Please Check One

___ **Public Service/Charitable:** Classified as such if you are representing a recognized Non-Profit Organization and send a statement of your group's intended activities at Heritage Days 2024 on your organization's letterhead. Other than membership enrollment, **NO RETAIL SALES, or SUBSCRIPTIONS** will be sold from these booths. **No charge for space.**

___ **Hand-made Arts and Crafts ONLY:** Vendors that sell arts and crafts that are made by hand on an individualized basis. This includes photography, sewn items, hand-made jewelry, jams and other home-cooked items, paintings, etc. It does not include commercially prepared food or manufactured items.

___ **Commercial Goods, Services, Food and Beverages:** Vendors that sell manufactured goods, commercially prepared foods, or similar goods and services. The Town of Rural Retreat must approve the type of food to be sold. Also, list the equipment you use (i.e., generator). **All food vendors are required to obtain a permit from the Wythe County Health Department. All inquiries regarding rules and regulations and setting up inspections should be directed to the Wythe County Health Department at 276-228-5507.**

***The Rural Retreat Heritage Days Committee does not guarantee that there will not be duplicate vendors offering the same or similar items.**

Fees For Events

The Rural Retreat Heritage Days Committee reserves the right to assign vendor spaces, as necessary. If you need additional space, please note it on this form. (Address to use for GPS is 218 E. Railroad Avenue)

OUTSIDE SPACES

❖ Setup is on Friday, July 26 (w/prior arrangements from 5 p.m. to 8 p.m.), or from 8 a.m. to 10 a.m. on Saturday, July 27, 2024. Vendors will receive space assignments on a **first come-first serve** basis and will be based on equipment used. If your set-up will not fit in a 12' x 12' space, the committee reserves the right to charge you for an additional space. Electrical and water services will **not** be available for outside spaces. You must provide your own tent and tables. The vendor spaces will be within site of the Pepper Stage.

Vendor space is 12' x 12'.

Of spaces _____ x \$30.00 TOTAL PAYMENT: \$ _____

Please check one:

_____ Friday set up from 5 p.m. to 8 p.m.

_____ Saturday setup 8 a.m. to 10 a.m.

If using a vendor trailer the following information is required:

Trailer Size (including tongue of trailer): _____

What location on trailer will customers be served from (i.e., rear, side) _____

Mail this form and your check to: Rural Retreat Heritage Days
Vendor Registration
P.O. Box 130
Rural Retreat, VA 24368

There will be a \$35.00 service charge on all returned checks.

For any reason you must cancel your space prior to July 19, 2024, we will refund 70% of your total fee. No-shows or late cancellations forfeit all fees.

PLEASE NOTE

Neither the Town of Rural Retreat nor the Rural Retreat Heritage Days Festival Committee assumes liability for damage, theft, or personal injury.

If you have any questions, contact the Rural Retreat Town Hall at 276-686-4221.