



Wintertide 2021 Vendor Application

Requesting Organization/ Individual: _____

Contact Name: _____

Address: _____

Phone/Fax/Email: _____

Event Date and Time: Saturday, December 4, 2021 from 10:00am – 5:00pm

Set up can begin at 8:00am on Saturday, December 4th.

We ask that you remain for the entirety of the event.

\$20.00 Vendor Fee includes one vendor space with room for up to 2 six-foot tables and 2 chairs

Number of People Expected to Attend: _____

Number of Vendor Spaces Requested: _____

Number of Chairs Needed: _____ **Tables:** _____

Total Vendor Fee Owed: _____

This Space for Center Purposes Only

The facilities requested above are available on that date and time specified.

I approve this application and the event has been scheduled.

Comments: _____

Date Facility Requested: _____

Approved By: _____

Fee for Use of Space: _____

½ Deposit Received: _____



The Highland Center Facility Use Policies and Fees for Wintertide 2021

Following current COVID guidelines, we encourage unvaccinated individuals to wear masks and will promote as much social distancing as possible.

1. Fee will be \$20.00 per space and includes up to two 6-foot tables and two chairs
2. The Highland Center is a smoke-free and drug-free facility. There shall be no open flames (other than the stove in the kitchen) permitted in the facility.
3. Please park in the center parking area adjacent to the pavilion, weather permitting. Vendors may park adjacent to the entrance doors during loading and unloading of their wares. Please be courteous of other vendors who will also want access to the entrance doors.
4. Wintertide is from 10 am to 5 pm, Saturday December 4, 2021. The Center will be open at 8 am for vendor setup.
5. The Highland Center shall not be responsible for unattended goods in the Center. Vendors are responsible for securing their own belongings, and The Highland Center is not liable for any missing or damaged property.
6. Each vendor shall keep their area clean so as not to interfere with or distract from the work of other vendors.
7. Vendors are responsible for disposing of their own trash.
8. Vendors shall not place anything on the walls of The Highland Center.
9. Food items must be labeled according to state guidelines or the [Virginia Handbook for Small Food Manufacturers](#).



- 10. No Live Animals are allowed inside the building at any time, unless the animals are service dogs.

- 11. Vendor understands that The Highland Center is not responsible for the timeframe within which snow or ice removal is accomplished. During times when ice and snow are present, Vendor shall use premises at his own risk.

Seen and Agreed:

Signature: _____ Date: _____



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