



**Charles Town's WV Fest
Celebrating Arts and Heritage
June 16, 2018 10:00 a.m. to 3:00 p.m.**

Vendor Registration Application

Registration begins January 3, 2018

Application Fees (nonrefundable and due with application):

- \$30/craft (each space)
- \$40/craft** (w/electric, each space)
- \$50/food* (each space)

Please PRINT all information clearly.

Name _____ Daytime Phone _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address (required) _____

Business Name _____

Types of crafts to be displayed or description of booth contents: _____

**Please describe the need for electric: _____

I request (**quantity**) _____ 10'x10' outdoor spaces
(You must provide your own tent, tables, chairs, etc.)

Amount Enclosed: \$ _____ (number of 10'x10' spaces **x** corresponding fee)
(Please make checks payable to: "City of Charles Town", memo Charles Town's WV Fest)

Signature: _____ **Date:** _____
(Reservations will not be accepted without signature. Your signature indicates acceptance of Vendor Participation Rules)

To reserve booth space mail completed registration form **with** check or money order to:

Charles Town's WV Fest, PO Box 14, Charles Town, 25414

Questions? Call (304) 725-2311 or Email: events@charlestownwv.us



**Charles Town's WV Fest
Celebrating Arts and Heritage
June 16, 2018 10:00 a.m. to 3:00 p.m.**

Vendor Participation Rules

Registration begins January 03, 2018; **Deadline June 1, 2018**

Registrations open 1/3/18 and closes on 6/1/18

Event information available at www.charlestownwv.us

Festival Hours: Saturday, June 16, 2018, 10:00 a.m. to 3:00 p.m.

Public Admission to the event is FREE.

1. The Event Committee has sole discretion to approve or reject an application. For Art & Crafts applications, preference is given to original, handmade crafts and artwork. All items to be sold are subject to approval by the Event Committee.
2. *For food vendors:
 - a. Food/Drink Concessions - Food vendors may sell drinks and other food concessions; no alcohol is permitted. Food vendors must indicate all items to be sold. LIMIT OF 2 VENDORS PER FOOD ITEM. Food items will be approved on a first-come, first-served basis.
 - b. There is limited electricity available to Food/Drink Concessions. Generators are discouraged.
3. Art & Crafts and Food/Drink Concessions - Vendors are responsible for setting up and cleaning their space at the end of the day. Set-up starts on Saturday, June 16, at 8:00 a.m., with completion by 10:00 a.m. The vendor is responsible for set up, operation, maintenance, and dismantlement of the booth. The vendor shall maintain a clean and safe operation for the full duration of the event. The vendor shall clean up booth site and remove all trash. Vendors are expected to comply with all federal, state and local laws, rules and regulations, and shall have all appropriate licenses, permits, and other required documentation.
4. **Limited electricity is available to Art & Craft Vendors, spots with electricity are \$40. Generators are discouraged. Please contact the Event Committee if you wish to bring a generator.
5. Vendors must receive Event Committee approval for all items displayed/sold. Approval will be mailed/emailed to vendor indicating approved items. Display/sales of unapproved items may result in dismissal of vendor from event grounds.
6. Vendor submissions from non-profit organizations will not be accepted unless they have handmade products to sell.
7. Charles Town's WV Fest is held rain or shine, but if weather conditions are extremely unfavorable, event officials may cancel all activities. There is no rain date for the Event and no refunds will be made.
8. Vendors that are "no-shows" or break down their display before the festival ends may be barred from future events.
9. Charles Town's WV Fest Event Committee, its representatives, and its members are not responsible for property damages or injuries incurred during the Event.
10. Vendor signature on the reservation form indicates acceptance of these participation rules.
11. No application will be processed without full payment of registration fee at the time of submission. Vendor space is limited. Please submit your application with applicable fees as soon as possible.
12. By participating in this event, the vendor agrees to indemnify and hold harmless the City of Charles Town, the event committee and their directors, members, sponsors, officers, agents, staff, and their employees. This includes any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason.

BY SUBMITTING YOUR APPLICATION, YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.