

*ARTS & CRAFTS VENDOR APPLICATION  
CITY OF BUCKHANNON  
2017 FALL FEST  
SATURDAY, SEPTEMBER 30, 2017 - 12:00 pm to 5:00 pm*

Arts and Craft Vendors:

Scope and Schedule:

An 8' x 8' booth space will be provided to each vendor at a cost of \$10.00 on Saturday, September 30, 2017 from 12:00 pm to 5:00 pm in the Stockert Youth Center gymnasium. The proceeds of the booth fees will go toward the Stockert Youth Center Capital Campaign. This event is being held in conjunction with the inaugural Buckhannon Fall Fest which include several activities such as; carnival in Jawbone; 5K Run; children's activities; tractor rides and more.

There is limited space and applications will be considered on the basis of fully completed, submitted applications as they are received.

Admission is free to the public.

Guidelines:

- All items must be handmade in the USA by the exhibitor, or the character of the item must be substantially altered or embellished by the exhibitor.
- Items sold must reflect what is represented on the application and in supplemental photos. If you are unsure of an item, please ask.
- (Example: We do not allow "home party" type merchandise to be resold by a third party.)
- This application process does not include any guarantee of exclusivity to exhibitors.
- The exhibitor must accompany their work and agree to demonstrate a professional and courteous attitude towards the volunteers and staff of the City of Buckhannon. Any exhibitor unwilling to comply with the guidelines may be asked to leave the fair without a refund.
- All displays must remain entirely within the space provided. Aisle space must not be infringed upon. Storage must be covered and out of sight.
- Exhibitors must bring their own tables and chair.
- Electricity will not be available to individual tables. Extension cords will not be permitted.
- Candles or other flammable items may not be burned in the building.
- Early breakdown of booths is prohibited. No "End of Show Sale" signs are allowed. Booths must be left clean and trash free.
- Exhibitors can begin setting up booths at 8:00 am and must be set up prior to 12:00 pm and will continue until 5:00 pm.
- Cancellation policy: please notify the City of Buckhannon by 4:30 pm Friday, September 22, 2017, if you need to cancel.
- You may not sell your space or share it with a non-registered exhibitor.

**Application:**

Exhibitor Name \_\_\_\_\_ Name of Business \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Address: Street number, City, State, & Zip \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please describe, in detail, the process used to make your product. Photos of the product must be submitted with this application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include with your application a check or money order with the \$10.00 fee and photos of your work (paper acceptable, no emailed images) to the:

City of Buckhannon  
70 E Main Street  
Buckhannon, WV 26201  
Attn: Fall Fest

Placement of your booth is completely up to the City of Buckhannon.

If you have questions call City Hall at 304-472-1651 M-F 8:30 am to 4:30 pm.

The undersigned exhibitor agrees to abide by the enclosed guidelines and requirements, and release the City of Buckhannon, WV from any liability of any kind to any work of art or craft exhibited at the 2017 Buckhannon Fall Fest, and agrees to indemnify and hold harmless the City of Buckhannon and its officers, directors, and agents from and against all claims, damages, losses, and expenses caused in whole or in part, by, or arising out of the activities of the undersigned participating in the 2017 Buckhannon Fall Fest.

Signature \_\_\_\_\_ Date \_\_\_\_\_

CHECKLIST: Application Payment Photos (paper acceptable, no emailed images)

Make checks payable to: City of Buckhannon