



*ARTS & CRAFTS VENDOR APPLICATION
CITY OF BUCKHANNON*

*Friday, September 27, 2019, 5:00 p.m. to 8:00 p.m.
Saturday, September 28, 2019, 12:00 p.m. to 5:00 p.m.*

Are you interested in vending at the Buckhannon Fall Fest?

When: 5:00 p.m. - 8 p.m. on Friday, Sept. 27 (set-up starting at 4)
12:00 p.m. – 5:00 p.m. on Saturday, Sept. 28 (set-up starting at 11)

Who: We welcome vendors who sell homemade arts, crafts, and food. Selling for third parties is prohibited. Please see attached vendor guidelines with the application below.

Where: Arts & craft vendors may set up at Jawbone Park; supplies must be walked in as the carnival will be set up in the parking lot. You may use Lot 6 (see attached map on page 4) for parking, which is adjacent to the former Chase Bank drive-thru. Food vendors who need electricity and wish to set up on Spring Street adjacent to the Carnival vendors will need to contact Shane Turner of Gambill Amusements at (352) 603-1053.

Cost: While there is no charge to vend, we do appreciate a donation toward the Fall Fest event. The City will be hosting a variety of events/programming during Fall Fest, and we will have costs associated with marketing the event as well. We appreciate a donation, or percentage of your sales, to help put on the event.

We will also be holding two straw bale coin hunts for kids. In addition to the coins, we would like to put prize vouchers in the straw bales. If you have something child-friendly, please include a voucher for your item in the straw bales. We will do this twice, so please donate two items if possible.

How: Please call City Hall at (304) 472-1651 or email callie.csams@buckhannonwv.org.

Thanks, and we look forward to seeing you at Fall Fest!

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

2019 Fall Fest Vendor 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.

Kids Straw Bale Hunt Item – If you are able to donate an item to the straw bale hunt, please describe it here so that we can include a voucher in the hunt. You will be required to honor the voucher if you participate.

Please send application & photos of your work (paper acceptable, no emailed images) to the:

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

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 2019 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 2019 Buckhannon Fall Fest.

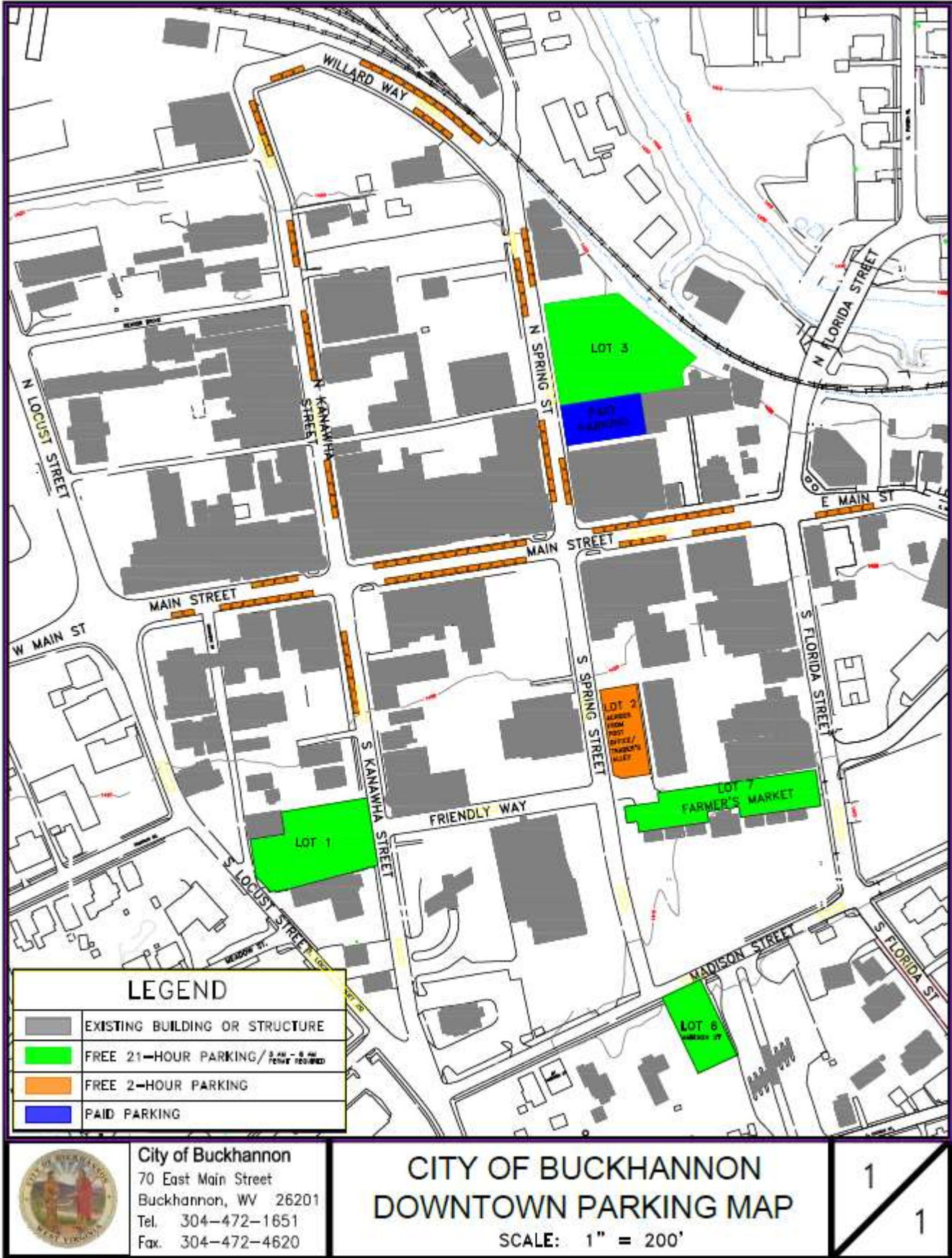
Signature _____ Date _____

CHECKLIST: Application Donation Photos (paper acceptable, no emailed images) Straw bale hunt donation/description

Make donation checks payable to: City of Buckhannon

Fall Fest Vendor 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.
- Early breakdown of booths is prohibited. No “End of Show Sale” signs are allowed. The area must be left clean and trash free.
- Exhibitors can begin setting up booths at 11:00 a.m. and must be set up prior to 12:00 p.m. and will continue until 5:00 p.m.
- Cancellation policy: please notify the City of Buckhannon by 4:30 pm Friday, September 20, 2019, if you need to cancel.
- You may not sell your space or share it with a non-registered exhibitor.



| LEGEND | |
|---|--|
|  | EXISTING BUILDING OR STRUCTURE |
|  | FREE 21-HOUR PARKING / 9 AM - 9 PM PERMIT REQUIRED |
|  | FREE 2-HOUR PARKING |
|  | PAID PARKING |



City of Buckhannon
 70 East Main Street
 Buckhannon, WV 26201
 Tel. 304-472-1651
 Fax. 304-472-4620

CITY OF BUCKHANNON
DOWNTOWN PARKING MAP
 SCALE: 1" = 200'

