

2020 Oak Leaf Festival

VENDOR APPLICATION

September 6, 2020

We are seeking a variety of vendors for the Oak Leaf Festival. Kelly Avenue and Main Street vendors will be for Saturday, September 6, 2020.

VENDOR SELECTION: To provide patrons with a variety of selections for the festival the Oak Leaf Festival Committee reserves the right to not accept an application if more than the desired amount of an item is already registered for the event.

RENTAL SPACE REGULATIONS:

1. Vendors will be provided a 10x10 space for all vendor equipment (e.g. displays, stands, tables, and supplies).
2. Kelly Avenue vendors will be charged per unit. Kelly Avenue vendors is \$100 per unit per day.
3. Application Fee per unit: Vendor Application Fee (non-refundable) Vendor space: \$50.00 per space/unit per day Power: \$10.00 per space/unit per day Water: \$10.00 per space/unit per day (Spaces with power and water will be very limited this year, Please only mail in the \$50 space fee and request the power/water, it will be first come first serve)
4. Payment Options: Check or Money Order • Please make Checks or Money Orders payable to: Oak Leaf Festival
5. Spaces will be assigned by an Event Coordinator prior to the event. The Event Coordinator will be on-site during setup to ensure vendor is set-up as assigned.
6. All items should be handcrafted, unique collectibles or food items. Vendors who provide a service will also be considered. Junk item buyouts will not be considered. NO yard sale/garage items.
7. Applicants must provide their own equipment.

- 8.** Photos or other promotional material submitted during the operations of the festival becomes the property of the Oak Leaf Festival and may be used for promotional purposes.
- 9.** There are no generators permitted at the event.
- 10.** REQUIREMENTS: Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.
- 11.** INSPECTIONS HEALTH DEPARTMENT REQUIREMENTS: It is the responsibility of each food vendor to comply with the Fayette County Health Department (304-574-1617) guidelines. Their permitting fee is \$50.
- 12.** WV Tax Regulations - West Virginia Tax REQUIREMENTS: It is the responsibility of each vendor to comply with the WV Tax Department on regulations of sales.
- 13.** SET-UP/LOAD-IN AND BREAK-DOWN/EXIT:
- 14.** Vendors must set-up in for event starting at 6:30 am on Saturday. Vendors must be ready by 8:00 a.m.
- 15.** Vendors on Kelly Avenue who require power must bring their own power cords as none will be provided.
- 16.** Applicants must provide their own tables, chairs, tents, etc. Each vendor is responsible for the set up and break down of their booth.
- 17.** All setup/load-in must be completed and all vehicles must be removed immediately from the area.
- 18.** Vendors are asked to stay the entire length of the event.

19. Break-down/Exit: Vendors will only be allowed to break down at 4:00 p.m. **MUST** be cleared by 5:00 p.m.

20. Vendor location must be litter free at the close of festival. **ANY VENDOR NOT FOLLOWING THE POLICIES IN PLACE WILL NOT BE ALLOWED TO RETURN!**

21. **UTILITIES, SOLID WASTE & CONSERVATION** Trash receptacles are provided by the City of Oak Hill. Each vendor is responsible for cleaning their rented space before leaving the event. Applications will be accepted up to July 1st. After that, if there are any spaces left then there will be an additional \$15 late entry fee attached onto the \$50 fee.

Please email Valerie Vaughn at ohpdval@hotmail.com or call 304-640-8774 leave a message for more information or with questions regarding the event.

Return Application by Mail to: _____ or
Oak Leaf Festival – Attn: Valerie Vaughn
P.O. Box 1245
Oak Hill, WV 25901

Return Application in Person to:
Oak Leaf Festival – Attn: Valerie Vaughn
P.O. Box 1245
Oak Hill, WV 25901

Please provide detailed information to enhance your consideration for selection. There are no refunds!
Please write legibly.

Name _____

Business Name/Organization _____

Address _____

City _____ **State** _____ **Zip** _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

Booth Type: _____ Craft, _____ Food, _____ Unique Collections, _____

Demonstrator, _____ Service, _____ Non-Profit

Utilities needed: _____ water, _____ power

Booth Description :(basic setup items and size of set up) _____

Booth Description (type of items for sale): _____

_____.

I hereby affirm that I understand that The City of Oak Hill, nor its employees, volunteers or sponsors shall bear any responsibility for damage to or loss of my property at the event site. Furthermore, I release and hold harmless the City of Oak Hill, its employees, contractors, volunteers and sponsors from any liability for personal injury or loss of life arising out of or relating to my participation in these events of the distribution of products and services. Furthermore, I have read and understand all the rules and regulations contained in the Application form, I agree to comply with all event rules and regulations, and will support the City of Oak Hill's efforts to reduce, reuse, and recycle.

Signature: _____ Date: _____