
**2017 Oak Hill
Oak Leaf Festival
VENDOR APPLICATION**
September 1, 2, 3 2017

We are seeking a variety of vendors for the Oak Leaf Festival. Primary vendor site on Kelly Ave will be all 3 days, Main Street vendors will be for Saturday, September 2nd only.

FOOD 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**.
3. Application Fee per unit:

Vendor Application Fee (non-refundable)

Vendor space: \$35.00 per space/unit per day

Power: \$10.00 per space/unit per day

Water: \$10.00 per space/unit per day

- Payment Options: Check or Money Order
- Please make **Checks or Money Orders payable to: Oak Leaf Festival**

4. Spaces will be assigned by an Event Coordinator prior to the event. The Event Coordinator will be on-site during setup to insure vendor is set-up as assigned.
5. 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.
6. Applicants must provide their own equipment.
7. 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.
8. There are no generators permitted at the event.

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.**

INSPECTIONS

HEALTH DEPARTMENT REQUIREMENTS: It is the responsibility of each food vendor to comply with the Fayette County Health Department ([304-574-1617](tel:304-574-1617)) guidelines. Their permitting fee is \$50.

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.

SET-UP/LOAD-IN AND BREAK-DOWN/EXIT

Set-up

- Vendors must set-up in for event starting at 6:30 am on Saturday. Vendors must be ready by 9 am.
- **New this year, Main Street vendors will be setting up in the MIDDLE of the roadway back to back of each other. The center line will be the back of your booth.**
- Vendors on Kelly Avenue who require power must bring their own power cords as none will be provided.
- Applicants must provide their own tables, chairs, tents, etc. Each vendor is responsible for the set up and break down of their booth.
- All set-up/load-in must be completed and all vehicles must be removed from the area within 30 min prior to the start of the event.
- Vendors are asked to stay the entire length of the event.
- **Break-down/Exit**
- Vendors will only be allowed to break down at 4pm and **MUST** be cleared by 5pm
- 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!

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 the Wednesday (August 30th) prior to the event on Saturday September 2nd. Please email Christa Hodges (christahodgeswv@gmail.com) or call [304-731-8816](tel:304-731-8816) leave a message for more information or with questions regarding the event.

Return Application By Mail to:

or

Return Application in Person:

Oak Leaf Festival

Attn: Christa Hodges

310 W. Oyler Ave

Oak Hill, WV 25901

Oak Leaf Festival

310 W. Oyler Avenue

Oak Hill, WV 25901

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

Please write legibly

Name _____

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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 product 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:** _____