



WEST VIRGINIA Hillbilly Days



Arts and Crafts Application / Lincoln County Memorial Fairgrounds, Hamlin, WV

[8/24-8/27/17](#)

APPLICATION AGREEMENT

Name _____ Email _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____

Business Name/Company Representing _____

Description of items to be sold (Be specific) _____

RATES ARE NOT REFUNDABLE UNLESS THE EVENT IS CANCELLED

Booth Fees: _____ 10x10 \$35.00 _____ 20x10 \$65.00 _____ Electric \$10.00 Total Paid _____

There will be a \$25.00 fee charged for all returned checks

INDEMNITY AGREEMENT – PLEASE READ CAREFULLY and SIGN

The Vendor shall indemnify and hold harmless the Lincoln County Fairs & Festivals, Inc. and it's representatives from any and all demands, expenses, fee, fines, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising, or growing out of, or in any way connected with, the vendor's participation in the Hillbilly Days Fair. It is mutually agreed that there shall be no change or modification of this contract except by written amendment signed by both parties hereunto, their successors and assigns. Signature of authorized Vendor Representative _____ Date _____

AGREEMENT – PLEASE SIGN

I have read and understand the Hillbilly Days Fair Rules and Regulations, and I hereby agree to abide by these rules and regulations. I understand that if I do not comply, I and the organization or entity I represent, if any, will be excluded from future participation in Lincoln County Fairs & Festivals, Inc. events, and will be subject to any and all other rights, claims, and remedies the Lincoln County Fairs & Festivals, Inc. entities may have for such failure.

PLEASE SIGN and return this application and rules form with correct payment (Make check out to Lincoln County Fairs & Festivals, Inc.). Mail to:

Connie Bays 339 Pinewood Drive, Hurricane, WV 25526

Signature of authorized Vendor representative _____ Date _____

RELEASE FORM – AUTHORIZATION TO RELEASE NAME, BUSINESS NAME AND PHOTOGRAPHS

Lincoln County Fairs & Festivals, Inc. often distributes pamphlets and other written materials to advertise events being held at the fairgrounds, as well as posting pictures on the website. By signing below you are authorizing Lincoln County Fairs & Festivals to use of your name and/or photographs of booth/products on our website or in printed materials for promotional use for our fairs/events.

Signature of Authorized Vendor Representative _____ Date _____

For more information, call: Connie: 304-590-0808, or email cfbaysrn@gmail.com



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Lincoln County Fairs & Festivals, Inc., Vendors Rules and Regulations

1. ACCEPTANCE TO BE A VENDOR

Acceptance: You will be notified via e-mail or phone call of your acceptance. If you are not accepted, your fee, less any non-refundable application fee (if any), will be returned. Lincoln County Fairs & Festivals, Inc. reserves the right to turn vendors away if there is an overabundance or limitation on the type of product the vendor sells. Your booth assignments will be emailed two weeks prior to the event. If you do not receive your information within two weeks of the event, please contact fair representative via email at cfbaysrn@gmail.com.

Behavior: Every participant is expected to respect the rights of all Lincoln County Fairs & Festivals, Inc. personnel (i.e. Staff, Vendors, Security, and Volunteers). Negative behavior and unsafe actions will not be tolerated and such behavior will result in your booth being closed for the fair event – NO CREDITS OR REFUNDS. If you sell items that are not allowed, you will not be invited back the following year and you may be asked to pack up and leave the current event should you be asked several times to stop selling certain items that are not allowed.

Cooperation: All personnel are required to cooperate with Law Enforcement and other security personnel before, during and after the fair event.

Security: Each vendor will be required to submit a list of all personnel and date of birth for each worker. Personnel working will need a photo ID with them at all times. The names of personnel, date of birth and their home addresses must be submitted along with your correct fees and application. This can be written in on the bottom of your application. Failure to comply may result in your application being rejected. There will be a limit of 2 gate passes/ vendor IDs provided for each 10x10 booth and 4 passes for each 20x10 booth. Additional people brought in by vendors past the limitations will be subject to any applicable gate fees, if any.

2. BOOTH SPACE

Spaces are sold on a first come – first served basis and will not be held without payment and completed application. It may be deemed necessary by the committee for you to acquire additional spaces to ensure adequate spacing.

Animals: No animals will be allowed in your booth unless you are vending farm animals and your booth is located in the barn. Requests for vending farm animals are subject to approval process.

Electricity: Electricity, water and tables are NOT provided. Limited electricity is available for an additional charge of \$10.00. Vendor must supply own extension cord. This is for lighting purposes or other lightweight electrical needs and not for portable air conditioners and other heavy current needs, etc. Should you have heavier current needs, you will have to supply your own generator. Please advise if you will be using a generator.

Booth Location: Provided a vendor is accepted, the committee reserves the right to make the determination as to vendor location. The determination will be based on type of craft, product or attraction, size and space availability. As a general rule, handmade crafters will be placed within the building and direct sales will be outside. Any overflow of handmade crafts will be placed outside as well. There are limited spaces outdoors under existing shelters with concrete flooring. Once these are filled, vendors will have to supply their own canopies. You will be notified of your placement and if a canopy is needed.

Notification: Notification of booth space will be emailed two weeks prior to the event. If you have not received information by this time, please contact fair representative at cfbaysrn@gmail.com.

Size: Booth spaces are available in the following sizes/prices. A 10x10 space is \$35.00 and a 20x10 space is \$65.00. You must contain all of your product and your person within your booth.



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Sub-let or Shared: Booths may not be sub-let or shared without prior consent of the Lincoln County Fairs & Festivals, Inc.

3. BOOTH SPACE Dos & DONTs

Do not rely on GPS alone to get you to the fairgrounds. If you are not familiar with the location of the fairgrounds, please contact fair representative at cfbaysrn@gmail.com for further instructions.

Fire Extinguishers: All food vendors are required to have at least one (1) fire extinguisher.

Operations: Someone must man your booth at all times during hours of operation. Although security may be present, you will be responsible for providing adequate security measures at your booth.

Set up: Once you have been accepted as a vendor you will be assigned a booth and you will be notified two weeks prior to event as to the location of your booth. Set up will take place the day before the event between the hours of 9 a.m. and 5 p.m. or the morning of day one of the event between 9 a.m. and 12 noon. Vehicles may be driven up close to booth location for unloading but must be moved to parking area prior to gates being opened to the public.

Signage: Sandwich boards or podiums are not allowed in front of your assigned vendor space. They are allowed behind the lines for your booth. Please take this in consideration when setting up and make sure nothing is in front of the line.

Tear Down: You may begin tearing down at the concluding hour on the last day of the fair event.

Trash: Vendors are responsible for keeping spaces litter free with trash bagged up. This includes boxes.

4. Fees: All fees/applications must be received for spaces to be confirmed. Make check or money order payable to Lincoln County Fairs & Festivals, Inc.

Booth Fees: 10x10 booth is \$35.00. 20x10 booth is \$65.00. Electric fee is \$10.00. Applications and payments should be mailed to fair representative:

Connie Bays
339 Pinewood Drive
Hurricane, WV 25526

Cancellations: There will be no refunds given unless the fair event is cancelled.

Refunds: Should the fair event have to be cancelled, vendors will receive full refunds of their vendor fees. Refund could possibly be in the form of a credit issued for the fair event for the next year.

Taxes: The West Virginia Tax Department requires the collection of 6% State Sales Tax. Vendors are responsible for collection and payment of this tax.

5. GOODS

Goods: Vendors may offer to the public only the crafts or products that are listed on their application. Prohibited Items: Drugs, Alcohol, Offensive or Suggestive Language or Images, Knives and Firearms. No drugs, drug paraphernalia, tobacco, tobacco products, alcohol, suggestive materials or language, knives, intrusive plants not native to the area, dart guns, toy guns, fireworks, firearms or weapons of any kind – may NOT be sold or displayed. You may be shut down or items taken until after fair event ends.

Signing below conveys your agreement with and intent in complying with all of the rules and regulations of the Lincoln County Fairs & Festivals, Inc.

Signature of Authorized Vendor Representative _____ Date _____



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