

Friends of the White Sulphur Springs National Fish Hatchery
400 E Main Street, White Sulphur Springs, WV 24986-2340

4TH ANNUAL FRESHWATER FOLK FESTIVAL – Fall 2008

VENDOR APPLICATION

BUSINESS OR ORGANIZATION NAME: _____	
CONTACT NAME: _____	PHONE NO. () _____
ALTERNATE CONTACT: _____	PHONE NO. () _____
EMAIL ADDRESS: _____	
MAILING ADDRESS: _____	
PO Box/Street _____	Suite No. (If Applicable) _____
City _____	State _____ Zip _____
PHYSICAL ADDRESS: _____	
(If different from mailing) PO Box/Street _____	Suite No. (If Applicable) _____
City _____	State _____ Zip _____

TYPE OF VENDOR: <input type="checkbox"/> <u>Commercial - \$25.00</u> (Businesses, Crafters, and Non-Educational Organizations)	
<input type="checkbox"/> <u>Not-For-Profit - \$15.00</u> (Churches, Scouting Troops, School Organizations, etc. with items for sale for fundraising)	
<input type="checkbox"/> <u>Educational – Free</u> (Organizations or entities that provide an educational booth. No vendor sales. Please call the Friends group to confirm your status.)	
BOOTH NEEDS: <input type="checkbox"/> <u>Electricity</u> (for food vendors or demonstrations)	
<u>IF COMMERCIAL OR NOT-FOR-PROFIT</u>	
DESCRIPTION OF ITEMS FOR SALE: _____	

<u>IF EDUCATIONAL ORGANIZATION</u>	
DESCRIPTION OF EDUCATIONAL PROGRAM AND/OR MATERIALS: _____	

APPLICANT'S SIGNATURE: _____ DATE: ____ / ____ / ____

Please make your check or money order payable to **FRIENDS, WSS ROTARY CLUB** and mail along with this completed application to: Friends of the WSS National Fish Hatchery, c/o USFWS National Fish Hatchery, 400 E Main Street, White Sulphur Springs, WV 24986-2340. **Applications must be received by August 15, 2008** for consideration.
Questions about this application? Call (304) 536-1361 or email information@freshwaterfolkfestival.org

4TH ANNUAL FRESHWATER FOLK FESTIVAL – Fall 2008
VENDOR GUIDELINES

APPLICATIONS

- Applications must be received by August 15, 2008. Late applications may be considered only in the event of available booth spaces.
- No application will be accepted without booth payment in-full.
- If you are applying as an educational vendor (for free booth space) and have not been pre-approved, please contact the Friends group at (304)536-1361 to verify your status.
- The festival committee reserves the right to deny any application received at any time.
- No refunds will be given on vendor spaces after September 15, 2008.

CANCELLATION POLICY

- The festival has a “Rain or Shine” policy. No refunds will be issued in the event of rain.
- If the festival should be cancelled, a refund for vendor spaces will be issued.

BOOTH/SPACE ASSIGNMENT

- Vendor booth locations will be assigned at the discretion of the festival committee based on date of receipt of application, vendor needs, and the number of years the vendor has previously worked the festival. Hatchery needs will supersede all others.

BOOTH CONSTRUCTION & VENDOR ACCESS

- Vendors are encouraged, but not required, to creatively incorporate the theme of “water” in their booth decorations.
- Booth size is not limited at this time, but must be within reason. Vendors must provide their own booth materials, including tents, electrical cords and/or water hoses (if applicable), lights, tables and chairs. Hatchery staff reserves the right to require booths to be modified or moved without notice.
- Booth construction may begin no sooner than 7:45am on the day of the festival. Vendors must check-in at the festival welcome booth before setup. Vendors will be escorted to their location by festival or hatchery staff. If your booth requires setup before that time, pre-approval must be made by the hatchery manager.
- Vehicles may be used to haul booth materials to the site using specified roadways. No vehicles are allowed on the grass. Entry and exits must be made through the main hatchery entrance. No vehicles are allowed past the vendor area. Vehicles must be removed from the vendor-area no later than 9:30am. No vehicles are allowed back into the vendor area until after 5:00pm. Exceptions will *only* be made in cases of emergency, in which case hatchery and/or festival staff must be alerted beforehand to assist in order to ensure the safety of festival-goers.
- No vendor may enter any hatchery buildings other than the Visitor’s Center without the express approval of the hatchery manager and an escort by hatchery staff. This is for your safety, as well as that of the fish and mussels on the premises. No exceptions will be made to this rule.

ELECTRICITY

- Vendors requesting electricity at their booths must do so on their applications. Vendor sites with electricity are limited, so please apply early. Food vendors will be given priority for electricity. Early applications will be given location preference.
- Vendors with electricity cannot make any adjustments to their own service. If you have problems with your service, please report the problem to the hatchery staff. They will be happy to assist you.

SANITATION, CLEANUP & GARBAGE REMOVAL

- All food vendors are required to keep their booths clean and sanitary. Walkways must be clear of debris.
- Restaurant vendors are required to meet all guidelines set forth by the local health department and the State of West Virginia.
- All vendors are responsible for cleaning the area around their booths before leaving the festival (this includes removal of napkins, wrappers, cigarette butts, etc.).
- Food concessions must contain their own grease and will *not* dispose of it on the ground.
- Vendors must supply trash cans for their booths. The hatchery will provide trash cans for festival attendees at different locations on the premises; however, these are not a replacement for your own. Vendor trash may be left for disposal at the end of the day at a location on the hatchery grounds. This area will be designated by the staff on the day of the festival.