



SOUTH BRANCH RIVERFEST VENDOR APPLICATION 2020

Moorefield, Hardy County, West Virginia – May 23, 2020

The South Branch Riverfest is a new festival located in the beautiful South Branch Valley in Moorefield, Hardy County, West Virginia.

- **Riverfest will be held May 23, 2020 at Brighton Park in Moorefield, WV**, a riverside park with lush trees, paved paths, plentiful parking and wonderful views adjacent to the South Branch of the Potomac River.
- **Riverfest celebrates outdoor life on the river** and feature crafts, music, river recreation activities, kids' activities, local foods and more.
- **Last year we had an overwhelming community turnout**, and we expect to add to that this year with an effective marketing and advertising campaign so we are expecting good participation.
- **We are seeking craft, local food and hot food vendors to participate.** Please read below.

FESTIVAL VENDORS

The South Branch Riverfest is looking for high quality products, which must be either handmade, locally grown or produced.

- **Artisans and crafters** who create their own works are encouraged to apply.
- **Local food producers**, growers or makers with their own fresh, prepared or value added products are desired.
- **Hot food vendors** selection will be based on providing a diversity of choices.
- **Nonprofits, civic groups and local service agencies** related to the theme of the event are welcome to exhibit free provided they do not sell any items.
- **Wineries and cideries** are welcome to sample only and sell bottles not for onsite consumption.
- **We place a priority on businesses from West Virginia**, but encourage all those from the region to apply.
- **We do not duplicate craft or food booths**, to encourage greater sales for all vendors. All vendor applications will be reviewed to ensure your product or service is the right fit for the event.



Riverfest is located at Brighton Park, situated on the banks of the beautiful South Branch of the Potomac River

Activities Include:

River Kayaking & Fly Fishing Demonstrations

Locally Made Crafts & Art Vendors

Local Food Product Vendors

Games & Races

River Learning Activities for Kids

Local Recreation Opportunities

Music, Food and Fun!



EVENT DATE & HOURS: Saturday, May 23, 2020 11:00 am - 5:00 pm

Setup: Friday 3:00p -6:00p and Saturday 7:00a - 10:30a

Breakdown: AFTER 5:00 pm

SITE LAYOUT: Booths will be arranged along river walk area, with food vendors clustered at each end. Music will be in center of walk area. See map. Note: there is no electricity on site. The committee will place vendors to the best advantage of the show, however, we will make every effort to honor individual requests. The committee has final word on all space assignments.

SPACE SIZE & FEES:

Craft, Local Food, Winery and Other Vendors: Please note that local food producer vendors may only sell fresh fruit and vegetable items or processed products sold in sealed containers, not prepared foods to eat on site. Providing samples of food or product is ok. If selling a small amount of hot or ready to eat foods along with packaged foods, they must register as a food vendor and have appropriate food permits, but can be located in the non-food vendor booth area noted on map.



Size is approximately 10' by 10.' Double booth spaces are available in 20' by 10' spaces and triple booth spaces are 30' x 10'.

Fees: Single: \$50; Double: \$75; Triple: \$125;

Nonprofits, civic groups and local service agencies: Those local organizations who wish to distribute information only and not sell anything may have a booth free of charge, but are limited to a single 10 x 10 booth and must have relevance to theme of this event.



Food Vendors: All food vendors must obtain all relevant health department permits and abide by all safe food handling regulations. Food vendor spaces are approximately 12' x 24'. **Fee** is \$100.

APPLICATION PROCESS:

NOTE: Application may be rejected if all these requirements are not met. They must include:

- 1) All applications must be fully completed and signed with accurate information and description of what will be sold or distributed at the event.
- 2) Enclose 2 pictures of your crafts (printed on paper is fine), items for sale or food product (not needed for nonprofit booths).
- 3) Check for booth fee made payable to the Hardy County Chamber of Commerce.



APPLICATION DEADLINE: April 1, 2020

SELECTION PROCESS: This is a juried show. The South Branch Riverfest Committee will review all applications for quality of product, relevance of event themes, and type and number in each category. The Committee reserves the right to limit the number and type of vendor applicants in each category. Our goal is to provide the best variety of products so that all vendors will have a good day. We try our best to not duplicate exact craft and food items. Acceptance letters will be mailed or emailed out as soon as you are accepted.



BOOTH SELECTION: You may request a booth number, which we will try to accommodate. However, the Committee will make final booth assignments, to balance product lineup. See map provided of event layout.

We will confirm your selection within three weeks of your application submission. Your booth number and a map of the vendor layout will be mailed or emailed to you by May 1 2020 or earlier.

CANCELLATION REFUND DATE: April 1 2020. **NO** refunds will be given after this date.

PROMOTION OPPORTUNITIES: We will list all confirmed vendors on the festival website at www.southbranchriverfest.com as they are added and we will post your logo if you send it to us. Confirmed vendors are welcome to use the festival logo to promote their participation in the event to their customers and social media followers.

FESTIVAL RULES & REGULATIONS

- The South Branch Riverfest Committee of the Hardy County Chamber of Commerce is the event organizer. They have created these rules and regulations and reserve the right to make final interpretation of all rules.
- The South Branch Riverfest Committee will review all applications for quality of product, relevance of event themes, and type and number in each category. **This is a juried show.** The Committee reserves the right to limit the number and type of vendor applicants in each category. We try our best to not duplicate exact craft and food items.
- The committee will place vendors to the best advantage of the show, however, we will make every effort to honor individual requests. The committee has final word on all space assignments.
- All vendors must locate in their assigned booth spaces. The South Branch Riverfest Committee reserves the right to change booth assignments.
- **ALL** items to be sold must be listed on application. Any items not listed will not be allowed, unless written prior permission by the festival committee. We do this in order to balance the amount and types of each product offered.
- All items sold by craft and art vendors must be produced by that vendor. No resale of items is permitted. Local food products must be grown or produced by those vendors.

- All spaces are vehicle accessible for setup which you may begin from 3:00 – 6:00 PM on Friday, May 22, 2020 and between 7:00AM and 10:30AM on Saturday May 23, 2020. You must be setup by 10:30 and vehicles removed to parking area.
- Vendors are responsible for providing their own tents, tables, chairs, displays and power, if needed.
- Please do not leave behind any garbage or refuse at your booth. At the end of the event, please haul your garbage out with you.
- Each booth must be manned during show hours by the applicant or designated representative.
- Sales of beer and wine are allowed for off premises consumption only. Only samples of beer and wine are allowed for over 21 aged visitors. All beer and wine vendors must check ID for each customer and abide by WV ABC rules for sales of alcohol. Each beer and wine vendor must have a WV ABC sampling permit onsite and available for inspection. No open alcoholic beverage consumption by glass or bottle is allowed after purchase from any vendor.
- The festival will have insurance for the event, but vendors need to provide their own liability coverage for their products and sales area.
- Local civic groups, clubs, non-profit organizations and agencies who wish to provide information only on their activities may have a single booth for no charge on a first come first serve basis, provided their mission is pertinent to the themes of the event.
- **Cancellation Policy:** An application to the festival is a commitment by the vendor to appear at the event. Your vendor fee check will be cashed and held as your participation at the event. This fee will be refunded if you cancel by April 1, 2020. No refunds will be made after April 1, 2020 or for bad weather on day of event. All returned checks will be assessed a service charge of \$25.
- Vendors must be set up by 10:30am the day of the event. All vehicles must be removed to the vendor parking area. Vendors are **NOT** permitted to break down before 5:00 pm. Those doing so will not be allowed to vend at the festival again.
- Vendors represent South Branch Riverfest. Please conduct yourself accordingly. We do not tolerate rude behavior or offensive language. If you do not conduct yourself in a well-mannered fashion, you will be asked to leave immediately without refund of booth fee or deposit, and will not be chosen to participate in future shows.
- All vendor vehicles **MUST** be parked in designated vendor parking after set up.
- Any vendor that does not follow these simple rules or leaves us with an empty spot to fill during the show will not be given back deposit and will not be considered for future shows.

The South Branch Riverfest is organized by the Hardy County Chamber of Commerce

**For additional information contact Beth See, vendor coordinator at 304-257-3844 or
brighton1890@gmail.com**

SOUTH BRANCH RIVERFEST VENDOR APPLICATION 2020

May 23, 2020 - Moorefield, WV
Application deadline: April 1, 2020

Business Name: _____

Contact Name: _____

Address: _____

Email: _____ Phone: _____

Website, if have one: _____

Description of all items to be sold or distributed (attach sheets if necessary): _____

Please indicate below number and type of booth spaces you wish to reserve.

- Booth # Requested** _____ (we will try to accommodate on first come basis, but cannot guarantee)
- Craft, Local Food, Winery and Other Vendors:**
- Single 10'x10': \$50** **Double 10'x 20': \$75** **Triple 10'x 30': \$125**
- Food Vendor: 12' x 24' - \$100**
- Related Nonprofit, Civic Group, Agency, etc. (no selling of items): Free 10'x 10'**
- My check is enclosed for \$ _____ made payable to the Hardy County Chamber of Commerce**
- I have attached at least two photos of my products for review by the Festival Committee. [You may also email them to email below].**

I have read the Festival Rules & Regulations provided and agree to abide by them as a condition of participation in the event. I understand that this fee will be returned if my application is not accepted. If application is accepted, the fee is refundable only through the cancellation policy. By signing this application, I agree that I have read all pages, terms, conditions, and agree to abide by the same.

Name (PRINT) _____ Date: _____

Signature: _____

For more information, contact Beth See, vendor coordinator at 304-257-3844 or brighton1890@gmail.com. Please send signed application, 2 images of your products or display (printed on paper ok), and check made payable to the Hardy County Chamber of Commerce to:

South Branch Riverfest
Hardy County Chamber of Commerce
122 North Main Street, Moorefield, WV 26836