

**2016 CAPON BRIDGE FOUNDERS DAY FESTIVAL
VENDOR INFORMATION & APPLICATION**

September 24 & 25, 2016

www.cbfoundersdayfestival.net

Information Pertinent to all Festival Vendors:

Festival Dates & Hours: September 24 & 25, 2016 Saturday: 10 AM – 6 PM, Sunday: 10 AM – 4 PM

Application Deadline:

- **September 15, 2016** — Space (number of sites) will be limited & assigned as applications are received. Any request for late registration will be approved on the basis of availability.

Application Process: Complete and return the following documents:

- Festival Vendor Application with check made payable to “Capon Bridge Founders Day Fund”
- Proof of certificate of Liability Insurance (for Food Vendors)

Set Up:

- Each vendor will be assigned a space number and sent a parking pass in advance with specific Festival entrance and parking instructions.
- Vendors are invited to set up Friday, Sept. 23rd between the hours of 1:00 – 5:00 P.M.
- Setup time on Saturday and Sunday mornings will be 7:00 – 9:00 AM.
- All vendors are required to furnish any necessary tables, chairs, canopies, or other display equipment (Please note that Vendors are responsible for the security and protection of their own property).

Special Requirements:

- No vendor vehicles will be allowed on Festival grounds during Festival hours for safety purposes; if you need to leave for any reason, your equipment and merchandise can be picked up after Festival hours.
- Booths should be left intact until the end of the festival day.
- No alcohol, drugs, or inappropriate dress or behavior will be tolerated.
- No pets are permitted on Festival grounds to accommodate health department regulations and to insure no interference with Festival animals.

Fees

- All craft and business sites are \$20 per day — non refundable and non-transferable. Craft and business vendors should indicate on application number of sites needed.
- All food vendor sites will be \$45 per day — non refundable and non-transferable.
- A \$10 Town License fee is required for vendors not currently holding a Capon Bridge Town Business License. This license is good only for the Festival weekend and the Festival will process all paperwork. All vendors are responsible for collecting and submitting their own state taxes for WV.
- Fees must be received with application. Make checks payable to “Capon Bridge Founders Day Fund”.
- Non-Profit organizations and groups are not required to pay the fee, however, they must still fill out an application to obtain a site, and donations are appreciated.
- Free Wi-Fi service is planned for the Festival grounds both Sat & Sun but cannot be guaranteed.

Craft and Business Information:

- Site size is 12' x 12' unless other arrangements are made with the area coordinator.
- Vehicles will be permitted at your site only to unload and load your equipment and merchandise. Vehicle parking will be in designated areas only (not at your site). Any special requests should be directed to the appropriate coordinator.
- No food will be sold at craft or business booth without proper Health Department permits. (see Food Vendor Info.)
- Craft and business vendors desiring electricity will be charged \$5 per day. Please specify your electrical requirements on the application.
- Please specify any special physical or handicap needs on the application so we may properly accommodate your needs.
- A Silent Auction will be held to help raise funds for the Festival operation, and the Festival committee is pleased to accept craft or other items for the auction, which will be recognized and promoted separately.

Food Vendor Information:

- Supply trailers and vehicles will be permitted near sites.
- Vendors must keep area around their site clean and free of trash. Vendors are required to furnish trash bags, condiments (napkins, ketchup, mustard, etc.) for their sites. Festival staff will provide for trash pickup and removal.
- Vendors are responsible for disposal of grease in proper containers and must take it with them upon leaving the Festival. The festival will not accept any food waste products.
- Electricity will be available at each site.
- Water requirements must be supplied by the Vendor.
- No food will be sold at vendor's booth without proper Health Department permits.
- Each food vendor must register with the Hampshire County Health Department (304-496-9641) two weeks in advance for this Festival. Each vendor must obtain a Hampshire County Health Dept Temporary Food Establishment Permit for this Festival. If you already hold a Food Permit, you will not be charged for the registration but you must still register for this event. The Health Department will verify your permit during their inspection the morning of the Festival. Non-profit organizations are exempt from the fee.
- Hampshire County Health Dept will inspect each establishment prior to operation.
- **Certificate of Insurance:** Each food vendor must provide a copy of his or her commercial general liability insurance coverage. You will not be permitted to set up and operate at the Festival without proof of insurance.

Liability Waiver:

- Neither the Founders Day Festival Committee, Capon Bridge Ruritan Club, Town of Capon Bridge, Hampshire County Officials, local businesses or property owners will be responsible for any losses, damage or injury that may occur to persons, equipment, or property prior to, during, or after this festival.

**CAPON BRIDGE FOUNDERS DAY FESTIVAL
VENDOR APPLICATION
September 24 & 25, 2016**

Business Name _____

Owner's Name _____

Address _____

City _____ State _____ Zip _____

Contact Phone No. _____ Email _____

Are you a Food Vendor? **Yes** ____ **No** ____

If not, is your product **Handmade (Craft)** ____, for **Resale (Business)** ____, or a **Mix of Both** ____

Description of product(s):

Days attending (check one): **Sat Only** ____ **Sunday Only** ____ **Both Days** ____

Craft and Business: Number of **12' x 12'** sites needed ____ (\$20 per site per day unless other arrangements made)

Food Vendor: \$45 per day (Two days plus license fee = \$100; Site Size **12' x 20'** unless other arrangements made)

Town Business License needed: **Yes** ____ (\$10) **No** ____ (Already have license)

Craft and Business: Need Electricity? **Yes** ____ (\$5 per day) **No** ____

Food Vendors: Electricity will be provided during the festival hours at no additional cost.

Please Specify any **Electrical requirements**, including use of Wi-Fi service if available

Please Specify any **Special Physical or Handicap Needs**: _____

Amount enclosed \$ _____ Make check payable to "Capon Bridge Founders Day Fund"
_____ Non-profit (no fee required)

I HAVE READ THE ENTIRE APPLICATION FORM AND AGREE TO FULLY COMPLY WITH ALL FOUNDERS DAY FESTIVAL REQUIREMENTS, INCLUDING LEAVING BOOTH INTACT UNTIL END OF FESTIVAL DAY.

Signature: _____ **Date:** _____

Return application, insurance certification for Food Vendor, & fee to: Founders Day Festival
P O Box 282
Capon Bridge, WV 26711
Application deadline: September 15, 2016
Any questions call 304-856-1118

Festival Use Only: Date Rec'd: _____ **Amount Received \$** _____ **No. Spaces Assigned** _____