



Friends
OF THE
WHITE SULPHUR SPRINGS
NATIONAL FISH HATCHERY



P.O. Box 461
White Sulphur Springs, WV 24986-0461

6TH ANNUAL FRESHWATER FOLK FESTIVAL
VENDOR APPLICATION
October 2nd, 2010

BUSINESS OR ORGANIZATION NAME: _____

CONTACT NAME: _____ PHONE NO. ()

ALTERNATE CONTACT: _____ PHONE NO. ()

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

TYPE OF VENDOR (mark the correct circle with an X):

- Commercial - \$25.00 (Businesses, Crafters, and Non- Educational)
- Not-For-Profit - \$15.00 (Churches, Scout Troops, Schools, etc. with items for sale for fundraising)
- Educational – Free (Organizations or entities that provide an educational booth. No vendor sales.

BOOTH NEEDS

- Electricity (for food vendors or demonstrations)

IF COMMERCIAL OR NOT-FOR-PROFIT (DESCRIPTION OF ITEMS FOR SALE):

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, P.O. Box 461, White Sulphur Springs, WV 24986-0461. Applications must be received by **August 31, 2010** for consideration. Questions about this application? Call (304) 536-1046.



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6TH ANNUAL FRESHWATER FOLK FESTIVAL
VENDOR GUIDELINES

APPLICATIONS

- Applications must be received by August 31, 2010. 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) 536-1046 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 7:00am 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.