



Hampshire County Summer Harvest Festival

Artisan Village Vendor Application

August 1st 2nd & 3rd Vendor Hours: Friday 2-9pm Saturday 9am-5pm and Sunday 10am-4pm

Business Name/Owner Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Type of Product: Art (Medium)(Textiles, Paintings, Pottery etc) _____

Craft: _____ NO VENDOR RESALES or Reps - Hand Made Hand Crafted ONLY

Farmers Market: _____ Cottage Foods: _____

List of Products (Be specific):

Do you require electric for your products? _____

(Extremely limited availability and will be assigned based off of first requested and product need only.) _____

All spaces are 10' x 12'. Each 10' x 12' Space will be \$60 for all days.

Does not include Town of Romney Vendor License fee. Proof of payment of Town of Romney License fee must be included with application.

Booth Fee \$60_____

ABSOLUTELY NO POLITICAL SIGNS- FLAGS or Products OF ANY KIND WILL BE TOLERATED

Each additional space is \$40.

Booth Size: 10' x 12' ____ Number of Spaces Requested: _____

Total Payment Included: _____

Please send payment and signed application to:

Town of Romney Attn: Hampshire County Summer Harvest Festival 340 East
Main St, Romney WV 26757

Checks are to be made out to: Summer Harvest Festival

Pictures **MUST** be included to be juried into this event venue and can be sent via
email to: designjc2@gmail.com

Hampshire County Summer Harvest Festivals Rules and Guidelines

- All applications must be received prior to July 15th for potential participation.
- Booth fees are due during the application process. Any unpaid applications will be deemed incomplete and will not be considered. There will be a \$30 returned payment fee for any returned checks.
- Set-up will be Friday afternoon from 12-2pm or Saturday morning from 6-8:30.
Early setup and teardown is not allowed. • **Booth sharing is prohibited.**
- All products/services offered for sale must be the same products indicated in your application. Anything else will be removed.
- An email with an event map, set up time and load in/out logistics will be sent out via email on the ***Wednesday prior to the event.***
- Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
- You are responsible for removing all trash, displays, equipment, vehicles and the like erected or placed on the premises at the end of an event. Anything left behind is subject to disposal.
- **Only one like vendor will be permitted on a first come first served basis.**
We will do our best to limit like craft/artisan vendors and separate locations based on products. This is why we are requiring photos of setup and products.
No RESALE ITEMS-ORIGINAL WORK ONLY

- The Event Committee will have sole discretion to approve or reject an application. All items to be sold are subject to approval by the Event Committee.
- Festival is to be held rain or shine and regardless of temperature. No refunds will be given due to inclement weather.

BOOTH SPECIFICATIONS

- An assigned, single booth space measures 10' x 12 You may reserve more than one space.
- Tents, tables, chairs and other equipment are **NOT INCLUDED** in the booth rental fee.
- You must provide your own tents, tables, chairs and other equipment.
- All tents **MUST** be weighted and all equipment in good working order. If an item could potentially cause a safety hazard, you may be asked to disassemble the item and remove it.
- If you request power (not guaranteed), you will be responsible for providing your own extension cord(s). We recommend bringing up to 100ft.
- Booth space includes display and storage, which cannot extend beyond the assigned space.
- Vendors are responsible for the cleanliness, safety, insurance and security of their property.
- A person must be present in your booth at all times.
- Loud, amplified music or other sounds, contraband, and dangerous objects are prohibited.
- Vehicles are not permitted in the vendor areas during festival hours. If a vehicle is brought in during unauthorized times the vendor will be asked to leave and not allowed to return for future festivals. We ask that all vendors unload their equipment and products and move their vehicle to a parking lot prior to setting up their booth space. Vehicle Space will be limited and this allows other vendors to be able to unload as well.

By signing this contract to participate as a vendor all parties acknowledge that the Hampshire County Harvest Festival, the West Virginia School for the Deaf and Blind, the Town of Romney and/or any persons affiliated with this event will not be held responsible for theft, loss, and/or damage to any property or liable for injury to any participant. Each vendor is responsible for adhering to all rules set forth in this agreement.

Vendor Signature: _____ Date: _____



Town of Romney

340 E Main St

Romney, WV 26757

Phone: 304-822-5118 Fax: 304-822-5793

Vendor Permit Application

Vendor Business Name:

Name of Business Owner:

Type of Business:

Mailing Address:

City: State: Zip:

Phone: Mobile:

Email:

Name of event Host:

Event host contact name:

Phone: Mobile:

Single Day Permit \$10.00

Multi-Day Permit \$25.00

Under penalties of perjury, I declare that I have examined this application for Vendor License and to the best of my knowledge and belief it is true and correct.

Signature

Title

Date

For office use only

Issued by: Date:

Note: The approved multi-day license will be valid for the physical year July 1 – June 30. All licenses will expire on June 30 of the current physical year.