



Hampshire County Summer Harvest Festival

“Where Peaches Grow”

Vendor Application

August 3rd and 4th Vendor Hours: Saturday 10am-5pm and Sunday 10am-3pm

Business Name/Owner Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Type of Product: Art/Craft: _____ Vendor (i.e. Scentsy etc.) : _____ Farmers
Market: _____ Cottage Foods: _____ Non-Profit: _____ Juried Artisans
Village (see more information below): _____

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.) _____

Juried Artisans Village will contain a limited number of juried vendors. Original Art and Handmade crafts will be considered. Please photos of all types of your work to Julie Cook at designjc2@gmail.com (only for vendors desiring Artisans

Village consideration. All others please use the email below). There may be prizes and awards for different categories such as Best of Show etc.

All spaces are 10' x 12'

10' x 12' Space will be \$50 for both days. (If Town of Romney fee is approved \$20 of this fee will be used to cover the fee). Each additional space is \$30. Non-Profit spaces will be free of charge with proof on 501c3 Status and may be smaller areas. No campaign booths.

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: Refresh Restart Romney Attn: Summer Harvest Festival in the memo line.

Pictures can be sent via email to: hcharvestfestivalvendors@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 Saturday morning from 7am-930am. All booths **MUST** be set-up and vehicles removed prior to 930am. 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. Any items not listed may be required to 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 (ie scentsy, ColorStreet etc) will be permitted on a first come first served basis. We will do our best to limit like arts and craft vendors and separate locations based on products. This is why we are requiring photos of setup and products.
- The Event Vendor Committee will have sole discretion to approve or reject an application. All items to be sold are subject to approval by the Event Vendor 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: _____