

10th Annual Panhandle Earth Day Celebration

Sam Michael's Park, Harpers Ferry, WV 25425

Saturday April 21, 2018

Vendor Application

Name of Business: _____ Business website: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Person: _____ Cell #: _____ Email: _____

Booth Spaces for all vendors are 12x12

For Profit Vendor Fee Schedule:

Applications received by:

March 1st _____ \$45
 March 15th _____ \$50
 After April 1st _____ \$75

Non-Profit Organizations - **Free**

Food/Drink Vendors - \$150

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| <p>Email or mail application with check to: Panhandle Earth Day PO Box 674 Shepherdstown, WV 25443</p> | <p>Circle One: For-Profit/ Non-Profit/ Food _____ # of booth spaces</p> <p>Total due: \$ _____</p> |
|---|---|

Please list items available for sale: _____

- ❖ **Festival hours: 11:00 AM – 7:00 PM**
- ❖ **Set up hours: 7:00 AM – 10:30 AM**
- ❖ **Tear down hours: 6:30 PM – 7:30PM**

- Vendors must provide their own tent, table, chairs, etc.
- This is a rain or shine event.
- Food Vendors must have the necessary permits from the Jefferson County Health Department.
- Vendors may not sell alcoholic beverages.
- Styrofoam is not permitted. Please limit use of plastic items.
- Vendors are not allowed to leave their assigned space to solicit, distribute information, or sell items.
- Vendor is responsible for providing and securing his/her own labor, set-up, clean-up, equipment, and all other related materials and documentation necessary for operating the sale of their crafts (including compliance to federal/state sales tax regulations, etc.)

Vendor agreement:

I have read all of the application information and have completed the application. I agree to abide by all the terms listed above. I release the organizers of The Panhandle Earth Day Celebration from any liability for damage and or loss. I understand there will be no refunds after April 1, 2018 unless event is canceled.

Signature: _____ Date: _____

For more information email Tara Jenkins at panhandle.earthday@gmail.com
 or call (240)520-7058

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| <p>Office Use: Date received: Cash/check #: Amt: _____</p> |
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