

# 4<sup>th</sup> Annual Panhandle Earth Day Celebration

Morgan's Grove Park, Shepherdstown, WV 25443

## Saturday, April 28, 2012

### Vendor Application

Applications due by April 14, 2012

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

**Fees:** For-Profit Vendors 10x10 booth space - \$25 (until Jan. 31<sup>st</sup>) & \$35 (Feb. 1<sup>st</sup> until April 14<sup>th</sup>)

Non-Profit Organizations 10x10 booth space - Free

Food/Drink Vendors 10x10 booth space - \$65 (until Jan 31<sup>st</sup>) & \$75 (Feb. 1<sup>st</sup> until April 14<sup>th</sup>)

**Make checks payable and mail this form along with money to:**

**Earth Vibe Productions and Events**

**210 E. Liberty St.**

**Charles Town, WV 25414**

Circle One: For-Profit/ Non-Profit/ Food  
\_\_\_\_\_ # of booth spaces X \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_ check or cash

Please list items available for sale: \_\_\_\_\_

- ❖ **Festival hours: 12:00 PM – 9:00 PM**
- ❖ **Set up hours: 8:00 AM – 11:00 AM**
- ❖ **Tear down hours: 7:00 PM – 9:00PM**

- 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.
- 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, equipments, 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 Earth Vibe Productions and Events, LLC. from any liability for damage and or loss. I understand there will be no refunds after April 14, 2012 unless event is canceled.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information go to: [www.earthvibeproductions.com](http://www.earthvibeproductions.com)  
or email: [stephanie@earthvibeproductions.com](mailto:stephanie@earthvibeproductions.com)/ 304-702-2620

**Office Use:** # \_\_\_\_\_  
Date received: \_\_\_\_\_  
Cash/check #: \_\_\_\_\_  
Amt: \_\_\_\_\_