

# 2<sup>nd</sup> Annual Panhandle Earth Day Celebration

Presented by: Earth Vibe Productions and Events

## Vendor Application

Name of Business: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Fee:** Craft Vendors - \$20 for up to a 20x20 booth space  
Non-Profit - no charge for up to a 20x20 booth space

Make checks payable and mail this form along with check to:

**Earth Vibe Productions and Events**

**210 E. Liberty St.**

**Charles Town, WV 25414**

Please list items available for sale so we can space the vendors appropriately:

---

Electricity needed? Yes / No ( vendor supplies extension cords, surge protectors, etc.)

- ❖ **Festival hours: 12:00 PM – 9:00 PM**
- ❖ **Set up hours: 9:00 AM – 11:00 AM**
- ❖ **Tear down hours: 6:00 PM – 9:00PM**

- Vendors must provide their own tent, table, chairs, etc.
- All booth spaces are outdoors. This is a rain or shine event.
- Food Vendors must have the necessary permits from the Jefferson County Health Department. Please contact the Jefferson County Health Department, at 304-728-8416 to ensure you have the proper permits.
- Vendors may not share booth space. Only one business may be indicated on the application.
- Loudspeakers, broadcasting and music amplification are not allowed. Any announcements needed to be made will be made from the main stage.
- 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.) Earth Vibe Productions and Events does not supply nor take responsibility for vendor personal property.

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 from any liability for damage and or loss. I understand there will be no refunds after April 16, 2010 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)