



12th Annual Charles Town Car Show September 4, 2021

Vendor Registration Application

Deadline August 10, 2021 Limited Spaces

Vendor Fees \$35/crafts (each space 10x10) OR \$50/food (each space)

Fees are Due with Application *(except food- limited space-payment will be due day of show if chosen)*

VENDORS THAT DO NOT SELL PRODUCTS THAT WILL INTERFERE WITH EXISTING WASHINGTON STREET BUSINESS SALES WILL RECEIVE FIRST PRIORITY.

Please PRINT all information clearly.

Name _____ Daytime Phone _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address (required) _____

Business Name _____

Types of crafts to be displayed or description of booth contents: _____

_____ 10'x10' outdoor **OR** _____ Food Vendor **OR** _____ other size request _____
"limited # available"

(You must provide your own tent, tables, chairs, etc.) (Food Vendors do not pay upon application as space is limited. Payment will be required day of event if chosen)

Amount Enclosed: \$_____ (number of 10'x10' spaces x corresponding fee – larger spots will be charged accordingly please call 304-886-5600 for special size pricing)

(Please make checks payable to: "City of Charles Town", memo Charles Town Car Show-vendor)

Signature: _____ Date: _____

(Reservations will not be accepted without signature. Your signature indicates acceptance of Vendor Participation Rules)

To reserve booth space mail completed registration form **with** check or money order to:

Charles Town Car Show, 101 E. Washington Street Charles Town, WV 25414

Questions? Call (304) 886-5600 or email dpmarcus@yahoo.com or ecook@charlestownwv.us

OFFICE USE ONLY: Date Received _____ Payment: _____ Payment Type: _____



Charles Town Car Show *September 4, 2021*

Vendor Participation Rules

Deadline August 10, 2021 or until filled.

Event information available at www.charlestownwv.us or call 304-886-5600 for vendor questions.

Car Show Hours: Saturday, September 4, 2021, 10:00 a.m. to 3:00 p.m. VENDOR SETUP by 9am
Public Admission to the event is FREE.

NOTE: *While the car show is 10-3, registration starts at 8am and therefore streets are starting to fill really early; thus the reason for setup by 9am.*

There will be 2 types of vendors at this year's show:

- **Outdoor Vendor** located primarily on S. Lawrence St. (also arts/crafts overflow)
(other side street intersections will be used as needed)
- **Food Vendor** (limited space - locations TBD – do not send payment with application)
 1. The Event Committee has sole discretion to approve or reject an application. For Art & Crafts applications, preference is given to original, handmade crafts and artwork. All items to be sold are subject to approval by the Event Committee and preference is given to those vendors that do not sell products that will take away sales from the downtown Washington street businesses.
 2. Food/Drink Concessions - Food vendors may sell drinks and other food concessions; no alcohol is permitted. Food vendors must indicate all items to be sold. LIMIT OF 2 VENDORS PER FOOD ITEM. Food items will be approved on a first-come, first-served basis with preference to businesses within Charles Town or Jeff. County.
 3. Art & Crafts and Food/Drink Concessions - Vendors are responsible for setting up and cleaning their space at the end of the day. Set-up starts on Saturday, Sept 4, at 7:00 a.m., with completion by 9:00 a.m. The vendor is responsible for set up, operation, maintenance, and dismantlement of the booth. The vendor shall maintain a clean and safe operation for the full duration of the event. The vendor shall clean up booth site and remove all trash. Vendors are expected to comply with all federal, state and local laws, rules and regulations, and shall have all appropriate licenses, permits, and other required documentation.
 4. No electricity is guaranteed to any Vendor type. There is limited electricity available to Food/Drink Concessions. Generators are discouraged. Please contact 304-886-5600 if you wish to bring a generator or must have electricity.
 5. Vendors must receive Event Committee approval for all items displayed/sold. Please call or email if you feel you have questionable items. Display/sales of unapproved items may be cause to dismiss vendor from event grounds on day of event without refund.
 6. Vendor submittals from non-profit organizations will be reviewed and if approved located at TBD location.
 7. Charles Town Car Show is held rain or shine, but if weather conditions are extremely unfavorable, event officials may cancel all activities. There is no rain date for the Event and no refunds will be made.
 8. Vendors "no-shows" or who break down their display before show ends may be barred from future events.
 9. City of Charles Town, its representatives, and its members are not responsible for property damages or injuries incurred during the Event.
 10. Vendor signature on the reservation form indicates acceptance of these participation rules.
 11. No application will be processed without full payment of registration fee at the time of submission. Vendor space is limited. Please submit your application with applicable fees as soon as possible.
 12. By participating in this event, the vendor agrees to indemnify and hold harmless the City of Charles Town, the event committee and their directors, members, sponsors, officers, agents, staff, and their employees. This includes any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason.

BY SUBMITTING YOUR APPLICATION YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.

-- You will be emailed with parking locations and unloading instructions once approved.