



2016 NON- FOOD VENDOR APPLICATION

Contact Person _____ **Phone** _____

Address _____

Business Phone (Day) _____ **Evening** _____

Email Address _____

All vendors must fulfill any required State, County and Municipal requirements. By signing this application the vendor certifies compliance.

The vendor base fee is \$50. (Non-Profits \$25) Please make check payable to KCHA and return with application to event manager. Mark check as VENDOR PAYMENT FOR WOOFSTOCK & WIENERS. Contact Event Manager BEFORE remitting application and check.(304-541-5533) or libbyballard2015@yahoo.com

Hours and Set up Times: Woofstock & Wieners – Set up and ready to sell with all vehicles removed from the event site by 9:30 am on event day. The public hours of the event are 10:00 am to 5:00 pm.

Vendor applicants must submit a complete description with application. Equipment/space size you will supply:

Tent _____ Length _____ Height _____ Width _____

Or

Trailer _____ Length _____ 9including tongue)
Height _____ Width _____

Which window will you be serving out of? _____

List items you will be selling including the description and price of each. Event Manager has the right to disallow individual menu items. For questions contact Libby Ballard, Event Manager at libbyballard2015@yahoo.com

(Continued on back)

Items being offered for sale:

Attach additional sheet if needed.

<u>Item</u>	<u>Price</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Upon acceptance you will receive by mail, a contract, booth assignment for the event. You will apply for booth space each year and previous participation is not a guarantee of acceptance into this year's event/s. Please send a check for payment. If not accepted your check will be returned.

I have read and filled out all areas of this form that is needed for my participation in KCHA event/s. I accept the event coordinator's decision as final and agree that the manager had the right to remove any vendor from the grounds with all fees forfeited for any violation of the rules or regulations.

Vendor
Signature _____ Date _____

KCHA
Signature _____ Date _____

Mail completed application and check to: Jessie Shafer, Director of Development, 1248 Greenbrier Street, Charleston, WV 25302.