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P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • FAX: (304) 636-4020 • WWW.FORESTFESTIVAL.COM

Dear Concessionaire:

Plans are currently underway for the 81st Mountain State Forest Festival scheduled for September 30 - October 8 2017 in Elkins, West Virginia. The festival is the state's oldest and grandest festivals, playing host to over 100,000 festival patrons and visitors annually.

This is your official invitation to participate in the 2017 festival. "Vendor Row" will operate as it has in the past. Set-up will be Wednesday October 4, 2017 after 5pm. Please find enclosed a copy of the Application, Concession Rules & Regulations and the Mountain State Forest Festival Rules & Regulations. Be sure to complete each, sign and date where necessary and return with the appropriate fee to the Mountain State Forest Festival Office by **July 1, 2017**. You will be notified of your acceptance on or before September 15, 2017.

We look forward to your participation in the Mountain State Forest Festival. If you have any questions, please contact the festival office at 304-636-1824.

Sincerely,  
Todd Riggleman  
2017 Assistant Director  
304-636-1824 MSFF Office  
triggleman@forestfestival.com

# Mountain State Forest Festival Concession Vendor Application

Please complete and remit to: Mountain State Forest Festival  
P.O. Box 388  
Elkins, W.Va. 26241  
304.636.1824

(\*required field) [www.forestfestival.com](http://www.forestfestival.com)

\*Name of Company \_\_\_\_\_

\*Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Contact Person \_\_\_\_\_

\*Phone Number \_\_\_\_\_ \*Email \_\_\_\_\_

\*\*\*Please provide a description of products/concessions to be sold\*\*\*

\*Electric Amperage Needed \_\_\_\_\_ \*Voltage \_\_\_\_\_

\*\*\*Vendor is Responsible for \$35.00 Electrician Fee for 220 Volt Connection\*\*\*

Special needs

**Please remit ASAP. Space is limited. First Come, First Served**

**\$30/ft (Profit)                      \$33 after 9/15/2017**

**\$25/ft (NON-PROFIT)              \$28 after 9/15/2017**

**On-Site Food/Supply Storage Truck (if Yes = \$55/truck)**

**220 Volt Electrical Connection (if Yes = \$35)**

**\*Total Fee Enclosed**

You will be notified of your acceptance by e-mail on or before September 15, 2017.

**Release:** By signing this form, I release the Mountain State Forest Festival from any and all personal injury or property damage that I may incur as a result of my participation in the Mountain State Forest Festival.

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
\*Date

**Mountain State Forest Festival**  
**Concessionaire**  
**RULES & REGULATIONS**  
**(\*required field)**

A certificate of liability insurance from your insurance provider **MUST** accompany your application. Dates of coverage **MUST** include the Festival week, September 30 through October 8, 2017.

Food concessionaires must bring 125' of approved hose for water hook-up.

All vendors **MUST** comply with health department rules and regulations. To obtain their application for a permit to operate a temporary food establishment or for questions call the Elkins Randolph Health Department at 304-636-0396.

No Perpendicular parking, parallel parking only.

No Vendor may provide any item of food or drink without cost.

Alcohol is strictly prohibited in Vendor Row and the City Park.

Vehicles may be used for set-up and break-down only.

No vehicles are allowed on the grass or in the park.

Vendor space is based on footage, profit/non-profit and food.

Dumping into storm drains is strictly prohibited by the Elkins City Police.

You must allow for all door/window openings/awnings, non-removable hitches and maneuvering space within your rented space. Failure to reserve sufficient footage to allow one to enter or operate within your space will forfeit your participation with **NO REFUNDS**.

**By signing below I indicate I have read the Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:**

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
\*Date

**Mountain State Forest Festival**  
**General Rules & Regulations**  
**(\*required field)**

Mountain State Forest Festival reserves the right to adjust locations in the event of inclement weather, inclement ground conditions or as needed.

All applications for specific events and entry fees must be received by the deadline set for specific event.

All applications will be reviewed by the designated Mountain State Forest Festival committee. Each exhibitor or vendor will be notified by mail if the application is accepted by the committee by the deadline advertised for that event.

All registration fees are non-refundable unless specified in the specific rules for that event.

A royalty will be charged to any vendor selling wears bearing the Mountain State Forest Festival and/or the official logo of the Mountain State Forest Festival.

Please note any special needs on your application. We will attempt to meet the special need, if any additional fees are required for your request we will notify you of the additional fee within two (2) weeks of receiving your application and fee.

The Mountain State Forest Festival, or any agent acting on its behalf, will not be responsible for damages to exhibitor's/ vendor's displays, units or property.

The Mountain State Forest Festival reserves the right to advertise the presence of the exhibitor or vendor. The exhibitor agrees to hold the Mountain State Forest Festival and any agent acting on its behalf harmless from any advertising or other liability.

Unless otherwise agreed upon all hardware (i.e. electrical cords, tables, tents/canopy, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.

Alcohol is strictly prohibited at any Mountain State Forest Festival event without prior written permission from the Mountain State Forest Festival.

No merchandise depicting drugs, alcohol or tobacco may be sold, displayed or promoted at any Mountain State Forest Festival event without prior written permission.

No item used to consume drugs may be sold, displayed or promoted at any Mountain State Forest Festival event.

Mountain State Forest Festival reserves the right to request a vendor to remove any merchandise or display that the event organizers determine is unacceptable or inconsistent with the Forest Festival rules or philosophy.

Mountain State Forest Festival reserves the right to evict any person/organization/business for failure to follow the General Rules or the Specific Rules for each event.

By signing below I indicate I have read the General Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
\*Date