



10 11TH STREET OFFICE F • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • WWW.FORESTFESTIVAL.COM

Dear Vendor/Exhibitor,

We are pleased to announce planning for the 85th Mountain State Forest Festival is well underway. I would like to extend an invitation for you to participate, as a vendor or exhibitor in the 2023 Festival. This year's festival will be held September 30 – October 8, 2023.

Please find enclosed a copy of the Application, City Park Rules and Regulations, and the Mountain State Forest Festival General Rules & Regulations. Please complete the entire application, sign all necessary pages, and return with the appropriate fee to the Mountain State Forest Festival office as soon as possible. Please note that the MSFF office has moved locations. The new address is:

10 11th Street, Office F Elkins, WV 26241

Parking vehicles within the City Park has been an issue at past events. The Mountain State Forest Festival has added an option for vendors or exhibitors to purchase a parking pass on a case-by-case basis, according to need. Please note any special parking needs on the application. Parking within the city park will require a pass and be strictly enforced. Special needs for parking within the Elkins City Park must be coordinated prior to the event.

Vendors or exhibitors who fail to coordinate and confirm a parking pass ahead of time will be required to manage their own parking needs outside of the Elkins City Park.

Kids Day at the Park will be Thursday, October 5th, 2023. Approximately 1000 students and parents will be bused to the city park Thursday at 9:00 am to take part in the events. For this reason, we ask that all vendors/exhibitors complete any set-up that requires vehicles in the park on ***Wednesday, October 4, 2022. There will be absolutely no vehicle traffic allowed in the park on Thursday until Kids Day in the Park is complete.***

If you have questions or concerns, please contact me via email listed below, or you may call the Mountain State Forest Festival office and leave a message.

I look forward to having you join us for the 85th Mountain State Forest Festival.

Sincerely,

Zach Elbon
Assistant Director
304-636-1824 Office
304-636-4020 Fax
zach@emblazonsignco.com





**2023 Mountain State Forest Festival City Park
VENDOR Application**

Please Complete and remit to: Mountain State Forest Festival
10 11th Street – Office F
Elkins, WV 26241

(* - denotes required field)

*NAME OF COMPANY _____

*ADDRESS _____

*CONTACT NAME _____

*PHONE NUMBER _____ CELL NUMBER _____

*EMAIL _____

*Please provide a brief description of products to be sold:

*Special needs requested for the booth:

Vendor Fees for inside the Elkins City Park will be \$25.00 per linear foot of frontage (walkway) space. An additional 2.5' will be provided on each side of the vendor booth for tent staking, awnings, etc. The minimum frontage space will be 10 feet with a minimum fee of \$250.00. Fees are non-refundable.

*FRONTAGE SPACE REQUESTED _____ feet X \$25.00 / ft = \$ _____ ENCLOSED

*Passenger Car Parking Permit Fee (non-refundable after Aug 15, 2023):

- No \$ 0.00
- Yes \$ 25.00

Note any special parking requirements below:

**** Please note that noting a need for parking pass does not guarantee one. You must receive confirmation from an appropriate MSFF representative to confirm parking pass availability. ****

*Non-refundable Vendor Fee (see above calculation) \$ _____

*Total Enclosed..... \$ _____

RELEASE: By signing this form, I release the Mountain State Forest Festival from all personal injury, illness (including COVID-19), or property damage that I may incur because of my participation in the Mountain State Forest Festival.

Denial notifications for the City Park will be sent by email on or before September 1, 2023.

*SIGNATURE _____ *DATE _____

**Mountain State Forest Festival
Elkins City Park
Rules & Regulations
(* - denotes required field)**

1. Certificate of fire/liability insurance and business registration certificate **MUST** accompany the application. **NO** space will be reserved without an application, insurance certificate, and business registration certificate.
2. Alcohol is strictly prohibited within the Elkins City Park.
3. Motor vehicles will be permitted within the Elkins City Park for set-up and tear down only. Vehicles are prohibited with the park at any other time.
4. No nails, bolts, staples, or other hardware shall be driven into building structures, picnic tables, or trees.
5. Unless otherwise agreed upon all hardware (i.e., electrical cords, tables, tents/canopies, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.
6. Generators are recommended for any electrical power needs that you may have. There are a limited number of 110V hook-ups available on a first come, first served basis.
7. Under **NO** circumstances will Exhibitors/Vendors be allowed to set up between the hours of 8:00 am and 6:00 pm Thursday – Saturday.

VENDOR/EXHIBITOR SET-UP SCHEDULE WILL BE AS FOLLOWS

Wednesday, October 4, 2023	9:00 am – 4:00 pm
Thursday, October 5, 2023	7:00 am – 8:00 am
Friday, October 6, 2023	7:00 am – 8:30 am
Saturday, October 7, 2023	7:00 am – 8:30 am

THE CITY PARK SCHEDULE WILL BE AS FOLLOWS

Thursday, October 5, 2023	9:00 am – 6:00 pm
Friday, October 6, 2023	9:00 am – 6:00 pm
Saturday, October 7, 2023	9:00 am – 6:00 pm

8. The Mountain State Forest Festival will be following all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application to be a vendor in the City Park is agreement to follow any safety protocols required by the Mountain State Forest Festival.

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
(* - denotes required field)**

- 1) Mountain State Forest Festival reserves the right to adjust locations in the event of inclement weather, inclement ground conditions or as needed.
- 2) All applications for specific events and entry fees must be received by the deadline set for specific event.
- 3) All applications will be reviewed by the designated Mountain State Forest Festival committee. Each exhibitor or vendor will be notified by mail/email if the application is accepted by the committee by the deadline advertised for that event.
- 4) All registration fees are non-refundable unless specified in the specific rules for that event.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Unless otherwise agreed upon all hardware (i.e., electrical cords, tables, tents/canopy, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.
- 10) Alcohol is strictly prohibited at any Mountain State Forest Festival event without prior written permission from the Mountain State Forest Festival.
- 11) No merchandise depicting drugs, alcohol or tobacco may be sold, displayed, or promoted at any Mountain State Forest Festival event without prior written permission.
- 12) No item used to consume drugs may be sold, displayed, or promoted at any Mountain State Forest Festival event.
- 13) 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.
- 14) 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.
- 15) No political campaigning or lobbying will be permitted during an event.
- 16) The Mountain State Forest Festival will be following all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application to be a vendor in the City Park is agreement to follow any safety protocols required by the Mountain State Forest Festival.

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 and my organization/business:

*SIGNATURE _____ *DATE _____