



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

Dear Concessionaire:

We are pleased to announce planning for the 86th Mountain State Forest Festival is well underway. This year's festival will be held September 28 – October 6, 2024. This is your official invitation to participate in the 2024 festival. "Vendor Row" will operate as it has in the past on Church Lane. **Set-up will be Wednesday October 2, 2024 after 5:00 p.m.** 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 **September 1, 2024**.

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,

Tony Bates
MSFF Assistant Director
304-614-3301
chubatc@hotmail.com



2024 Mountain State Forest Festival Concession Vendor Application

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

(* required field)

*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 \$40.00 Electrician Fee for 220 Volt Connection

Special needs _____

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

Footage is based on total length of unit, including all door/window openings/awnings, non-removable hitches and maneuvering space.
Unit must be situated parallel to the curb facing the street. Footage is based on parallel length to the curb.

*FOOTAGE SPACE REQUESTED _____ feet X \$35.00 (PROFIT)/ ft =\$ _____
\$40/ft if received after 9/01/24

*FOOTAGE SPACE REQUESTED _____ feet X \$27.00 (NON-PROFIT)/ ft =\$ _____
\$32/ft if foot received after 9/01/24

On-Site Food/Supply Storage Truck or Trailer (if Yes add = \$55/truck or trailer)\$ _____

220 Volt Electrical Connection (if Yes add = \$40)\$ _____

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

*3% processing fee on online entries

Release: By signing this form, I release the Mountain State Forest Festival from any and all personal injury, illness (including COVID-19), 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 Vendor Row
RULES & REGULATIONS
(*required field)**

1. A certificate of liability insurance from your insurance provider **MUST** accompany your application. Dates of coverage **MUST** include the festival week, September 28, 2024 through October 6, 2024.
2. Food concessionaires must bring 125' of approved hose for water hook-up.
3. All vendors **MUST** comply with health department rules and regulations, including those related to COVID-19. 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. Health Department requirements and costs are the responsibility of the individual vendor.
4. No Perpendicular parking, parallel parking only on Church Lane.
5. No Vendor may provide any item of food or drink without cost.
6. Alcohol is strictly prohibited in Vendor Row and the City Park.
7. Vehicles may be used for set-up and break-down only.
8. No vehicles are allowed on the grass or in the park.
9. Vendor space is based on footage, profit/non-profit and food.
10. Dumping into storm drains is strictly prohibited by the Elkins City Police.
11. You must allow for all door/window openings/awnings, non-removable hitches and maneuvering space within your rented space and may not extend more than 15 ft from the rear curb. Trailers/Booths must be set up parallel to the curb, front facing the street and back to the park. Failure to reserve sufficient footage to allow one to enter or operate within your space will forfeit your participation with **NO REFUNDS**.
12. 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 concessionaire is agreement to follow any safety protocols required by the Mountain State Forest Festival.

By signing below I indicate I have read the MSFF Concessionaire 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)**

- 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 _____