



---

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

Dear Concessionaire:

We are pleased to announce planning for the 87<sup>th</sup> Mountain State Forest Festival is well underway. This year's festival will be held September 27 – October 5, 2025. This is your official invitation to participate in the 2025 festival. "Vendor Row" will operate as it has in the past on Church Lane, the alley between Sycamore and Park Streets.

**Set-up will be Wednesday October 1, 2025, after 5:00 PM. NO EXCEPTIONS.**

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 and certificate of insurance to the Mountain State Forest Festival Office by **September 1, 2025.**

The City Park Schedule will be as follows.

Thursday, October 2, 2025	9:00 AM – 7:00 PM
Friday, October 3, 2025	9:00 AM – 7:00 PM
Saturday, October 4, 2025	9:00 AM – 7:00 PM

Food Concessionaire Vendors are welcome to follow the same times as City Park Vendors (9:00 AM – 7:00 PM) and/or extend evening hours of food service to welcome the dinner crowd.

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  
[chubate@hotmail.com](mailto:chubate@hotmail.com)



## 2025 87<sup>th</sup> Mountain State Forest Festival Concession Vendor Application

Please Complete and remit to: Mountain State Forest Festival  
10 11<sup>th</sup> 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 9/01/25

\*Footage Space Requested \_\_\_\_\_ feet X \$27.00 (NON-PROFIT)/ ft = .....\$ \_\_\_\_\_  
\$32/ft if received after 9/01/25

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

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

\*Passenger Car Parking Permit Fee (non-refundable after August 29, 2025):

☐ No .....\$ 00.00

☐ Yes .....\$ 25.00

Note any special parking requirements \* \_\_\_\_\_

\* 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. Parking passes will be distributed at check-in on set-up day. \*

\*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 27, 2025, through October 5, 2025.
2. Food concessionaires must bring 125' of approved hose for water hook-up and approved electrical cords for electric connection (110v or 220v). Electrician will be onsite to help with hook-up but will not provide any electrical hardware. All hardware is the responsibility of the vendor.
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 Elkins 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) The 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/phone/text 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 Board of Directors.
- 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) The 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) The 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/organization/business:**

\*SIGNATURE \_\_\_\_\_ \*DATE \_\_\_\_\_