



## Vendor Guidelines

Thank you for joining us for the 14th Annual Feast of the Seven Fishes Festival. Last year's festival was a great success due in no small part to the quality and variety of our vendors. This year is promising to be even better! In preparation for this year's event, please consider the following:

- SCHEDULE:** By signing this agreement, vendors acknowledge they are expected to stay at the site of the festival on Monroe Street from 11 a.m. to 5:00 p.m. on Saturday, December 14th, 2019. Vendors must be set up by 10am. If necessary, vendors with special circumstances may arrive on the evening of the 13<sup>th</sup> but must make arrangements ahead of time. All booths must have on-site representation 11am to 5pm on Saturday, December 14<sup>th</sup>, 2019.
- WHAT MAY BE SOLD:** Vending at The Feast of the Seven Fishes is restricted to those engaged in the production/manufacture/trade of accepted products or services. All items for sale must be made by hand and not mass-produced. Buying products from another producer or wholesaler and reselling them at the market is only permitted in the case of hand-made or fair-trade products. Non-profit organizations that wish to raise awareness for an event or project will also be considered but must provide handcrafted items for sale. As the Feast promotes a family-friendly environment, all goods displayed should be suitable for viewing by all ages.
  - PLEASE NOTE:** *The Feast Vendor Committee will screen all applicants for relevance. Food vendors are encouraged to provide creative and compelling authentic Italian food items to preserve the authenticity of this event. Artisans and crafters should represent products that have been handcrafted, have connection to Italian heritage, and/or are appropriate for holiday shopping. Primary factors considered for acceptance are variety and appeal of product, previous years' participation, and timeliness of application return. The screening process, the best interest of the Feast, and the date of application will be determinants of booth location. This application DOES NOT guarantee a space. All vendors will receive a notice of acceptance or rejection.*
  - We are making every effort to limit duplication of sale items where feasible - notably in the "hot foods" segment of the festival, although we make no guarantee of such. Please check in with us before modifying any previously agreed-upon menus.
- FOOD VENDORS: ALL FOOD Vendors are required by the Health Department to have a permit.** Food vendors will not have access to water so be sure to bring your own if necessary. Main Street Fairmont has worked with Health Department officials to include, without penalty, items baked in off-site, non-commercial facilities. PLEASE MAKE SURE YOU HAVE ALL NECESSARY PERMITS FROM THE HEALTH DEPARTMENT. Please call the Health Department at 304-366-3360 with additional questions.
- BOOTH SPECIFICATIONS:** a) Each vendor space is 10x10; b) vendors will be responsible for providing their own tent or other cover; c) vendors are responsible to provide, if needed, a portable propane heater and heavy duty outdoor extension cords. Tents with sides are recommended and have proven to be a wise investment.
- SIGNAGE:** PLEASE PROVIDE SIGNAGE FOR YOUR BOOTH so attendees recognize who you are and what you are selling.
- VENDOR FEES:** Vendor admission fee is quoted per space for the 2017 Festival: \$200 for established businesses, \$100 for individuals, and \$75 for nonprofit organizations. If you are a non-food vendor and would like to set up inside the Gatherings there will an additional \$25 fee. Fee is due upon approval of application. Please make checks payable to Main Street Fairmont. You will not be permitted to set up unless payment has been received prior to the day of the event. No refunds will be granted after payment is received.

**A festival such as ours lives and dies by the quality and commitment of our vendors - we're glad to have you on board!**



## Vendor Application

GENERAL INFORMATION		
Name (First & Last)		
Name of Business (if applicable)		
Email Address		
Telephone Number		
Street Address		
City	State	Zip Code
Website (if applicable)		

VENDOR AND PRODUCT INFORMATION		
What goods and/or services do you intend to offer if approved as a vendor?		
Do you make this product yourself? If not, do you somehow add value to it? Please explain.	YES	NO
Have you included at least three (3) photos of each type of product/good you intend to sell? Photos <a href="mailto:director@mainstreetfairmont.org">may be emailed to director@mainstreetfairmont.org</a>	YES	NO
Can you perform a live demonstration of your craft at the market?	YES	NO
Will you need access to electricity?		

Main Street Fairmont 301 Adams Street Suite 550-C Fairmont, WV 26554  
 Contact: [director@mainstreetfairmont.org](mailto:director@mainstreetfairmont.org) for more information.

Rules & Regulations:

1. We understand that payment must be submitted before setup will be allowed
2. We understand that we must be set-up and ready to sell by 10:00AM on Saturday, December 14<sup>th</sup>, 2019.
3. We understand that our booth must have on-site representation 11am to 5pm on Saturday, December 14<sup>th</sup>, 2019.
4. We understand that our fee gives us **one** 10x10 space with electricity (upon request). We will need approximately a 100-foot service cord of our own.
5. We understand that Main Street Fairmont is not liable for any accidents caused by our people and/or equipment and we agree to hold Main Street Fairmont safe from any losses, judgments, damages, etc., occurring as a result thereof.
6. **We will only use propane heaters.** Electric heaters cause our electricity to short out, making everyone crazy. If you are found using an electric heater, you will be asked to leave immediately.
7. We agree to present Main Street Fairmont with a copy of our licenses and/or permits from the City of Fairmont before or on the day we set up, as well as a copy of all necessary Health Departments.
8. We agree to contact the Marion County Health Department for regulations regarding food handling (if providing ANY FOOD at the Festival).
9. If our organization in any way breaks the rules of Main Street Fairmont, Main Street Fairmont has the authority to ask you to leave.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_