



**OAK LEAF CHRISTMAS BAZAAR
NOVEMBER 4, 2023
LEWIS COMMUNITY CENTER
OAK HILL, WV**

Please write legibly.

Name _____

Business Name/Organization _____

Address _____

City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

Booth Description :(basic setup items and size of set up)

Booth Description (type of items for sale):

We are seeking a variety of vendors for the Oak Leaf Festival Christmas Bazaar for Saturday, November 4th, 2023 at the Lewis Community Center in Oak Hill.

VENDOR SELECTION: To provide patrons with a variety of selections for the bazaar the Oak Leaf Festival Bazaar reserves the right to not accept an application if more than the desired amount of an item is already registered for the event.

RENTAL SPACE REGULATIONS:

1. Vendors will be provided a 10x10 space for all vendor equipment (e.g. displays, stands, tables, and supplies).
2. Application Fee per unit: Vendor Application Fee (non-refundable) Vendor space: \$50.00 per space/unit per day.
3. Payment Options: Cash, Check or Money Order • Please make Checks or Money Orders payable to: Oak Leaf Festival.
4. Spaces will be assigned by an Event Coordinator prior to the event. The Event Coordinator will be on-site during setup to ensure vendor is set-up as assigned.
5. All items should be handcrafted, unique collectibles or food items. Vendors who provide a service will also be considered. Junk item buyouts will not be considered. NO yard sale/garage items.
6. Applicants must provide their own equipment. Festival will provide one table and two chairs at the event.
7. Photos or other promotional material submitted during the operations of the festival becomes the property of the Oak Leaf Festival and may be used for promotional purposes.
8. There are no generators permitted at the event.
9. REQUIREMENTS: Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.
10. INSPECTIONS HEALTH DEPARTMENT REQUIREMENTS: It is the responsibility of each food vendor to comply with the Fayette County Health Department (304-574-1617) guidelines. Their permitting fee is \$50.

11. WV Tax Regulations - West Virginia Tax REQUIREMENTS: It is the responsibility of each vendor to comply with the WV Tax Department on regulations of sales.
12. Vendors must set-up in for event starting at 7:00 am on Saturday. Vendors must be ready by 9:00 a.m.
13. Each vendor is responsible for the set up and break down of their booth.
14. Vendors are asked to stay the entire length of the event.
15. Break-down/Exit: Vendors will only be allowed to break down at 5:00 p.m., must be cleared by 6:00 p.m.
16. Vendor location must be litter free at the close of bazaar. ANY VENDOR NOT FOLLOWING THE POLICIES IN PLACE WILL NOT BE ALLOWED TO RETURN!
17. UTILITIES, SOLID WASTE & CONSERVATION Trash receptacles will be provided the Lewis Center. Each vendor is responsible for cleaning their rented space before leaving the event.

Return Application by Mail to:

Oak Leaf Festival
P. O. Box 364
Oak Hill, WV 25901

Return Application in person to:

New River Gorge Visitor's Center
310 W Oyler Avenue
Oak Hill, WV 25901

Drop off applications to:

Tumblers & More Boutique & Creations
Crossroads Mall

Please provide detailed information to enhance your consideration for selection. There are no refunds!

I hereby affirm that I understand that The City of Oak Hill OR Fayetteville, nor its employees, volunteers or sponsors shall bear any responsibility for damage to or loss of my property at the event site. Furthermore, I release and hold harmless the City of Oak Hill and Fayetteville, its employees, contractors, volunteers and sponsors from any liability for personal injury or loss of life arising out of or relating to my participation in these events of the distribution of products and services. Furthermore, I have read and understand all the rules and regulations contained in the Application form, I agree to comply with all event rules and regulations and will support the City of Oak Hill's efforts to reduce, reuse, and recycle.