



OAK LEAF CHRISTMAS BAZAAR
NOVEMBER 1, 2025
LEWIS COMMUNITY CENTER – OAK HILL, WV 25901
9:00 A.M. – 4:00 P.M.

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 1, 2025 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.

Oak Leaf Festival Christmas Bazaar Vendor Information

Event Overview

The Oak Leaf Festival Christmas Bazaar is seeking a variety of vendors for its event on Saturday, November 1st, 2025, at the Lewis Community Center in Oak Hill.

Vendor Selection

To ensure a variety of offerings, the Oak Leaf Festival Bazaar reserves the right to decline applications if a particular item type is already sufficiently represented.

Rental Space Details

- Each vendor receives a 10x10 space, suitable for displays, stands, tables, and supplies.
- Vendor application fee: \$50 per space/unit per day (**non-refundable**).
- Payment is accepted via cash, check, or money order, payable to Oak Leaf Festival.
- Spaces are assigned prior to the event by the Event Coordinator, who will be present during setup to ensure proper placement.
- Vendors must provide their own equipment; the festival supplies one table and two chairs per vendor.
- Only handcrafted items, unique collectibles, food items, or services will be considered. Junk item buyouts and yard sale/garage items are not permitted.
- Generators are not permitted.

Promotional Materials

Photos and promotional materials submitted during the festival may be used for Oak Leaf Festival promotional purposes.

Requirements for Food Vendors

- Vendors must comply with Fayette County Health Department guidelines (304-574-1617); the permit fee is \$50.

Tax Regulations

- Vendors are responsible for adhering to all West Virginia Tax Department sales regulations.

Event Timeline

- Setup begins at 7:00 a.m. on Saturday; vendors must be ready by 9:00 a.m. We will have early set-up on Friday, October 31st from 5:00 p.m. to 8:00 p.m.
- Vendors are expected to remain for the entire event.
- Breakdown begins at 4:00 p.m.; all spaces must be cleared by 6:00 p.m.

Clean-Up and Event Policies

- Vendor areas must be kept litter-free and cleaned before departure; trash receptacles are provided.
- Any vendor not adhering to event policies will not be permitted to return.

Application Submission

Return Application by Mail to:	Return Application in person to:
Oak Leaf Festival P. O. Box 364 Oak Hill, WV 25901	New River Gorge Visitor's Center 310 Oyler Avenue Oak Hill, WV 25901

Additional Information

- Please provide detailed information with your application.
- **No refunds will be issued.**

I hereby affirm that I understand that The City of Oak Hill, 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, 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.

Signature: _____ Date: _____