



**OAK LEAF CHRISTMAS BAZAAR  
NOVEMBER 2, 2024  
LEWIS COMMUNITY CENTER  
OAK HILL, WV 25901**

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 2, 2024 at the Lewis Community Center in Oak Hill. You can request an application by email at [oakleaffestival@yahoo.com](mailto:oakleaffestival@yahoo.com), download and print from our website, [www.oakleaffestivalwv.org](http://www.oakleaffestivalwv.org), pick up one at the Visitors' Center at 310 Oyler Avenue (beside Vo-Tech), or call 304-663-1608.

**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 per unit.
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. Vendors selling baked goods need to specify types of baked goods so duplicate items are not placed close to another vendor. 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. Requested spots will be considered but not promised.
10. **INSPECTIONS HEALTH DEPARTMENT REQUIREMENTS:** If you are selling food, 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. We will have early set up for vendors on Friday, November 1<sup>st</sup> from 5:00 p.m. to 8:00 p.m. Vendors setting up on Saturday, November 2<sup>nd</sup> can begin at 7:00 a.m. and 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. 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 at 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 Visitors' Center  
310 Oyler Avenue  
Oak Hill, WV 25901

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 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.

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SIGNATURE

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DATE