



**OAK LEAF SPRING FLING**  
**APRIL 5, 2025**  
**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 type of items selling and size of set up)

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand attached rules and regulations.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

We are seeking a variety of vendors for the Oak Leaf Spring Fling Saturday, April 5, 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 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. **ONLY those vendors who are not accepted will be called. Others can get their spot number upon arrival. There will be someone at the entrance to let you know your spot number. You will be called if you are NOT accepted (which we try to place everyone).**
5. Please list items you are going to sell. If your item is not on the list, you will not be able to sell it. This is done to prevent too many duplications. We have had vendors list some items, then bring other items that are duplicate to other vendors. To be fair to the vendors we try not to have more than two (2) vendors selling duplicate items. If you add something at the last minute, please let us know before the Bazaar.
6. 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.
7. Applicants must provide their own equipment. Festival will provide one table and two chairs at the event.
8. 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.
9. There are no generators permitted at the event.

10. 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.
11. 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.
12. 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.
13. Vendors can set up Friday evening, April 4, 2025 from 5:00 p.m. to 8:00 p.m. or starting at 7:00 am on Saturday, April 5<sup>th</sup>. Vendors must be ready by 9:00 a.m.
14. Each vendor is responsible for the set up and break down of their booth.
15. Vendors are asked to stay the entire length of the event.
16. Break-down/Exit: Vendors will only be allowed to break down at 5:00 p.m., must be cleared by 6:00 p.m.
17. 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!
18. 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

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.