

Friends of the WSSNFH, Inc.
PO Box 461
White Sulphur Springs, WV 24986-0461



14th ANNUAL FRESHWATER FOLK FESTIVAL

September 8, 2018 ~ 10 AM to 4 PM

VENDOR GUIDELINES

APPLICATIONS

Applications must be received by August 20, 2018. Late applications will be considered based on available booth space.

The festival committee reserves the right to deny any application received at any time.

CANCELLATION POLICY

The festival has a “Rain or Shine” policy. In the rare event that the Festival should be relocated or cancelled vendors will be notified as soon as possible.

BOOTH/SPACE ASSIGNMENT

Vendor booth locations will be assigned at the discretion of the Festival committee based on date of receipt of application and vendor needs. Hatchery needs supersede all others.

BOOTH CONSTRUCTION & VENDOR ACCESS

Vendors are encouraged, but not required, to creatively incorporate the theme of “water” into their booth decorations.

Booth size is not limited at this time, but must be within reason. All vendors must provide their own booth materials, including tents, electrical cords and/or water hoses (if applicable), lights, tables and chairs. Hatchery staff reserves the right to require booths to be modified or moved if necessary.

Booth set-up may begin no earlier than 7:00am on the day of the Festival. Vendors must check-in at the Festival welcome booth before setup. Vendors will be escorted to their location by Festival or Hatchery staff. If your booth requires setup before that time, pre-approval must be made by the Hatchery Manager.

Vehicles may be used to haul booth materials to the site using specified roadways. **No vehicles are allowed on the grass.** Entry and exits must be made through the main Hatchery entrance from US Rte 60. Vehicles must be moved from the vendor area to designated parking no later than 9:30am. Vehicles may only return the vendor area after 4:00pm. Exceptions will only be made in cases of emergency, in which case Hatchery and/or Festival staff must be alerted promptly to assist and to ensure the safety of Festival-goers and participants.

No vendor may enter any Hatchery buildings other than the Visitor’s Center, without the express approval of the Hatchery Manager and an escort by Hatchery staff. This is for your safety, as well as that of the fish, mussels and other invertebrates on the premises. No exceptions will be made to this rule.

VENDOR GUIDELINES cont.

ELECTRICITY

Vendors requesting electricity at their booths must do so on their applications. Vendor sites with electricity are limited, so please apply early. Food vendors will be given priority for electricity

Vendors with electricity may not make any adjustments to their own service. If you have problems with your service, please report the problem to the Hatchery staff who will assist you.

SANITATION, CLEANUP & GARBAGE REMOVAL

All food vendors are required to keep their booths clean and sanitary. Walkways must be clear of debris.

Restaurant and food truck vendors are required to meet all guidelines set forth by the local health department and the State of West Virginia. Other food vendors, such as clubs and fundraisers, should have certification of Food Handlers Training. An inspector from the Health Department will visit the festival site.

All vendors are responsible for cleaning the area around their booths before leaving the Festival (this includes removal of napkins, wrappers, etc.).

Food concessions must contain their own grease and may not dispose of it on the ground.

Vendors must supply trash cans for their booths. The Hatchery will provide trash cans for Festival attendees at different locations on the premises; however, these are not a replacement for your own. Vendor trash may be left for disposal at the end of the day at a location on the Hatchery grounds designated by the staff on the day of the Festival.

We Invite Your Participation and Cooperation