



2018 Vendor Application
45th Annual Kiwanis Wilderness Trail Festival
Saturday, September 15th 2018 9:00 am – 4:00 pm
www.wildernesstrailfestival.com

Questions? Contact Carolyn Hall, festival coordinator: 540/239-7058

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Category Descriptions, Space Sizes, and Fees:

“Handcrafted by YOU” Arts & Crafts

Fee: \$75.00/per 10’ deep by 13’ wide space *Before August 14th* (no refunds)
\$90.00/per 10’ deep by 13’ wide space *After August 14th* (no refunds)

All items sold at your booth **MUST BE handcrafted by YOU**, the applicant/vendor, as well as **PRE-APPROVED** before the festival. **PHOTOS are required** along with a detailed description for **ALL** items that you wish to be considered for the festival. Failure to do so will result in a returned application and payment.

Non-Profits

Fee: \$75.00/per 10’ deep by 10’ wide space *Before August 14th* (no refunds) Must be a 501(c)(3) organization.
\$90.00 per 10’ deep by 10’ wide space *After August 14th* (no refunds)

*You must provide proof of your 501©(3) status with your application and fee.

Business Displays:

Fee: \$100.00/per 10’ deep by 10’ wide space *Before August 14th* (no refunds)
\$115.00/per 10’ deep by 10’ wide space *After August 14th* (no refunds)

A business display is for businesses other than “Handcrafted by You” Arts & Crafts vendors, such as but not limited to: home based businesses, manufactured crafts, and local service or retail businesses. A full description of what your organization or business would like to do during the festival must be attached to your application before approval.

Confirmation:

- Applications will not be reviewed without registration fee, detailed description of items and/or what you would like to do, and if applicable, photos, and proof of 501(c)(3) status for nonprofits.
- Applicants will be notified as soon as possible if your application has **not been approved**.
- For approved applicants, a confirmation letter and further details will be mailed to all applicants on September 1st. Until then, your cashed check will serve as confirmation of your space reservation.

Important Deciding Facts: *(Please see Guideline Information for complete festival guidelines)*

Canopy Size: Must be 10X10’

Rain Policy: The Kiwanis Wilderness Trail Festival will go on rain or shine—there is no rain date. NO REFUNDS will be given for bad weather.

Removal from Festival: If unapproved items are found at your space, you may be removed without a refund.

Cancellation Policy: NO REFUNDS will be given for cancelled reservations.

Other: The Kiwanis Club of Christiansburg and the Kiwanis Wilderness Trail Festival Planning Committee have the right to update, change or re-design the layout of the festival as they see fit. **All Top Level Festival Sponsors may be placed throughout the festival layout and may not be forced to adhere to the same guidelines as Handcrafted by YOU, Non-Profit/Business Displays, or Food Vendors.**

**No electrical outlets, tables, tents, water is provided. VDH regulated dump areas will be provided.



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Vendor Information

Your Category: (*Please circle one*) “Handmade by YOU” Crafts **OR** Non-Profit/Business Displays

Business Name with Contact Person (*PRINT NAME*)

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ Cell Phone: (_____) _____

Website: www. _____

Email: _____

Social Media (if applicable): _____

Spaces Preferences: 1st _____ 2nd _____ 3rd _____ (*see festival map at www.wildernesstrailfestival.com*)

Detailed Description of Items Wished to Sell/Display:

I have honestly completed the application and read all of the Kiwanis Wilderness Trail Festival guidelines. Should I be chosen to participate in this festival, I will be a professional vendor and follow the guidelines.

SIGNATURE: _____ Date: ___/___/2018

Please return **1)** application **2)** check made payable to **Kiwanis Club of Christiansburg** **3)** photos of your crafts **4)** prepaid envelope if you want the photos returned.

Mail to: Kiwanis Club of Christiansburg P.O. Box 2125 Christiansburg, VA 24068

A \$25 service fee will be charged for all Returned Checks.

This sheet is for your records.



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540/239-7058 * wildernesstrailfestival@gmail.com

www.wildernesstrailfestival.com

FOR YOUR RECORDS:

Space Preferences: 1st _____ 2nd _____ 3rd _____ ***The earlier you turn in application the better your chances are of getting your preference on space- **though not guaranteed.***

Check Number: _____

Application, Fee, and Photos were mailed on: _____

Any Contact Notes: _____

Guideline Information

Arrival and Departure Guidelines:

- **Vendors arriving after 9:00 a.m.** will be turned away without refund.
- **All vendors are required to remain at the show until closing.** We have advertised the specific hours of the festival, and it would not be professional or fair to patrons to breakdown before the specific closing time.
- Failure to appear, early withdrawal, or canceling will result in loss of space and may jeopardize participation in future shows- vendors and performing groups.

Refunds:

- **Rain and Wind Policy:** There will be **NO REFUNDS for rain or wind.** A great deal of time and expense is put into the Kiwanis Wilderness Trail Festival over the course of a year therefore it is our policy not to cancel the festival for bad weather. Vendors are responsible for providing their own protection from inclement weather. A one-hour wait period will occur before calling the status of the festival during extreme weather. After that period, if the festival is cancelled, a staff person will notify participants. Only then will vehicles be allowed back onto the festival street.
- **Cancellation Policy:** We **do not refund** for cancellations.

Virginia Department of Taxation:

- **Vendors not filing taxes** through an established business, must submit the tax form provided in the September 1st packet to the Dept. of Taxation. Any questions, please go to: <http://www.tax.virginia.gov/>

Additional Guidelines:

- The Kiwanis Club of Christiansburg and the Kiwanis Wilderness Trail Festival Planning Committee have the right to update, change or re-design the layout of the festival as they see fit. **All Top Level Festival Sponsors may be placed throughout the festival layout and may not be forced to adhere to the same guidelines as Handcrafted by YOU, Non-Profit/Business Displays, or Food Vendors.**
- ***No electrical outlets, tables, tents, ice, water provided.** VDH regulated dump areas will be provided.
- **Vendors are responsible for providing their own trash receptacles/bags** for their space. There will be dumpsters at the festival for vendors to dispose of their trash afterwards.
- **A fire extinguisher must be in any booth where food is cooked, candles are lit, or if there is any burning or smoking items.**
- **Locations and street layout** are subject to change.
- **A professional attitude and consideration for co-vendors is expected at all times.** Failure to cooperate with the Kiwanis Wilderness Trail Festival Staff may result in removal from the show without refund.
- **Vendors shall be liable for delivery, handling, erection and removal** of their own display and materials.
- ***Demo cd's need to be played at a respectable level** so as not to bother other vendors- you may be asked to turn down the volume if it causes complaints.