



**44th Annual Kiwanis Wilderness Trail Festival**  
 Saturday, September 16<sup>th</sup> 2017 9:00 am – 4:00 pm  
**2017 Vendor Application**

**Category Descriptions, Space Sizes, and Fees:**

**“Handcrafted by YOU” Arts & Crafts**

**Fee:** \$75.00/per 10’ deep by 13’ wide space *Before August 14<sup>th</sup>* (no refunds)  
 \$90.00/per 10’ deep by 13’ wide space *After August 14<sup>th</sup>* (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 14<sup>th</sup>* (no refunds) Must be a 501(c)(3) organization.  
 \$90.00 per 10’ deep by 10’ wide space *After August 14<sup>th</sup>* (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 14<sup>th</sup>* (no refunds)  
 \$115.00/per 10’ deep by 10’ wide space *After August 14<sup>th</sup>* (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 1<sup>st</sup>. Until then, your cashed check will serve as confirmation of your space reservation.

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

**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, VDH regulated dump areas will be provided.

**Vendor Information**

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

**Business Name with Contact Person** *(please print):*

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Website: www. \_\_\_\_\_ Email: \_\_\_\_\_

Spaces Preferences: 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ *(see festival map at [www.wildernesstrailfestival.com](http://www.wildernesstrailfestival.com))*

Detailed Description of Items Wished to Sell/Display: *(please use additional pages as needed)*

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: \_\_\_/\_\_\_/20\_\_\_

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 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.*



## 44th Annual Kiwanis Wilderness Trail Festival

Saturday, September 16, 2017

9:00 am – 4:00 pm

### 2017 Vendor Application

540/239-7058 \* [wildernesstrailfestival@gmail.com](mailto:wildernesstrailfestival@gmail.com)

[www.wildernesstrailfestival.com](http://www.wildernesstrailfestival.com)

### **FOR YOUR RECORDS:**

Space Preferences: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ *\*\*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 1<sup>st</sup> 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, 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.





**Kiwanis Wilderness Trail Festival**  
Kiwanis Club of Christiansburg  
P.O. Box 2125  
Christiansburg, VA 24068

PRSRT. STD.  
U.S. Postage  
PAID  
Blacksburg, VA  
Permit NO. 158

**2017 Vendor Application Enclosed**