



44th Annual Kiwanis Wilderness Trail Festival
 Saturday, September 16th 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 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)*

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: 1st ___ 2nd ___ 3rd ___ *(see festival map at 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.



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Saturday, September 16, 2017

9:00 am – 4:00 pm

2017 Vendor Application

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, 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