



# Kiwanis Wilderness Trail Festival Vendor Application

Third Saturday in September 9:00 a.m. – 4:00 p.m.

[wildernesstrailfestival@gmail.com](mailto:wildernesstrailfestival@gmail.com) ~ [www.wildernesstrailfestival.com](http://www.wildernesstrailfestival.com)

Questions? Contact Greg Boyer, Festival Coordinator: 540-230-5494

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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 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)*

**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: 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:

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

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

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 313 Christiansburg, VA 24068

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



***This sheet is for your records.***

**Kiwanis Wilderness Trail Festival**

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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 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.