



Kiwanis Wilderness Trail Festival Vendor Application

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

wildernesstrailfestival@gmail.com ~ www.wildernesstrailfestival.com

Questions? Contact Alan Parrish, Festival Coordinator: 540-230-7803

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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 canopy space *Before August 14th*.(no refunds) Must be a 501(c)(3) organization.

\$90.00 per 10’ deep by 10’ wide canopy space *After August 14th* (no refunds)

Business Displays:

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

\$115.00/per 10’ deep by 10’ wide canopy 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.
- 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 (emailed) to all applicants around September 1st. Until then, your cashed check will serve as confirmation of your space reservation.

Important Deciding Facts: *(Please see Guideline Information on page 3 for complete festival guidelines)*

Canopy Size: Must be 10X10’ ****Note: All spaces must be clean upon your departure. No boxes, containers or other debris/trash can be left on site and must be removed by the space occupant. No electrical outlets, tables, tents, or water are provided.**

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 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.**



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Vendor Information

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

Business Name with Contact Person (*PRINT NAME*)

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

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

Website: www. _____ Business Email _____

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: ___/___/___

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

Mail to: Kiwanis Club of Christiansburg P.O. Box 313 Christiansburg, VA 24068



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This sheet is for your records.

Kiwanis Wilderness Trail Festival

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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:

- **Set up time is between 6:00 – 9:00. 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 safe, professional, or fair to patrons to break down 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 must file taxes on their own as required by law. Refer 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 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, or water is provided.** Trash cans for small amounts of debris and porta pottys will be dispersed around the festival. Trash cans will be removed approximately 1-hr after the festival.
- **Vendors are responsible for providing their own trash receptacles/bags** for their space. There will be trash cans at the festival for vendors to dispose of their trash afterwards. All spaces must be left clean and free of any debris or trash of any type.
- **A fire extinguisher must be in any booth where food is cooked,** candles are lit, or if there are any burning or smoking items. All vendors must provide fire safety equipment as required by local fire department ordinances and/or guidelines for food trucks, mobile trailer or free-standing canopy vendors.
- **Locations and street layout** are subject to change.
- **A professional attitude and consideration for co-vendors is always expected.** 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 CDs or music 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.

(Edited 10/9/23)