

**DUE:  
FEBRUARY 20**

**2009  
STATE FAIR OF WEST VIRGINIA  
HERITAGE VILLAGE MARKETPLACE  
EXHIBITOR APPLICATION (NOT A CONTRACT), revised 1/13/09**

By February 20, 2009, Return Completed Application To: The State Fair of WV, Arts & Crafts, P.O. Box 986, Lewisburg, WV 24901  
(Please Type or Print)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ EMAIL \_\_\_\_\_

**PLEASE INDICATE YOUR PREFERENCE OF DATES (CHECK ONLY ONE BLOCK)**

My Preference	Cost	Description	# Gate Admissions (included in booth fee*)	Fri, 8/14	Sat, 8/15	Sun, 8/16	Mon, 8/17	Tues, 8/18	Wed, 8/19	Thu, 8/20	Fri, 8/21	Sat, 8/22
	\$525	Corner Booth, 10' x 10' 4 spaces only	18	x	x	x	x	x	x	x	x	x
	\$475	10' x 10'	18	x	x	x	x	x	x	x	x	x
	\$275	10' x 10'	10	x	x	x	x	x				
	\$250	10' x 10'	8						x	x	x	x
	\$237.50	5' x 10' 2 spaces only	9	x	x	x	x	x	x	x	x	x

\*Gate admission tickets are valued at \$10 per ticket.

\*\*State Fair reserves the right to modify prices and admission policies when contracts are mailed. Preference will be given to those who prefer 9 days, to those who are flexible and to those who will demonstrate.\*\*

I would like to request:      ( ) One space      ( ) Two spaces

I have exhibited at the State Fair of West Virginia before?  Yes  No      Years \_\_\_\_\_

**Describe your major product(s); if more space is needed, please use additional paper. Products not listed below may not be sold.**

\_\_\_\_\_

\_\_\_\_\_

All NEW applicants are to include at least four color prints of your work plus at least two color prints of your booth/display. The prints will not be returned. If you do not have photos, please send a sample of your featured product(s). Applicant will be responsible for all shipping charges.

If you would like your product returned, please provide written notice with this application and a money order or check to cover the cost of return postage and insurance.

Exhibitors are not required to demonstrate their craft, but strong preference will be given to those who will do so.

( ) I will demonstrate my craft.      ( ) I will not demonstrate my craft.

**List references from two other recent shows in which you have participated:**

	SHOW	CONTACT PERSON	TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____

(OVER)

## GENERAL GUIDELINES

- A. You will be notified by April 10, 2009, as to whether you have been accepted as an exhibitor at this year's fair.
  - B. Arts and crafts vendors will be housed in the new arts and crafts pavilion in the Heritage Village beside the Master Gardener's Education Garden. All booths will have one individually-fused 110v outlet. Overhead lighting will be spaced throughout the structure, but do not anticipate that there will be lighting directly above each booth space. No tables, chairs, background materials, or display fixtures are provided.
  - C. There will be no parking on the main grounds. Vehicles with proper fair-issued permits will be allowed on the main grounds daily between 7:00 a.m. and 9:00 a.m. for the purpose of supplying/restocking. After 9:00 a.m. all vehicles will be parked in a free "preferred parking" area. There is no RV/camper/tent camping allowed on the main grounds, but there are four restroom/shower facilities located in the public parking and camping area. Also, the fair has available a limited number of RV/camper full-hookup spaces available at an additional cost. If you would like to receive camper/RV information, please check here. ( )
  - D. Security in the arts and crafts area will commence on Thursday, August 13. Nightly security hours will be 8:00 p.m. to 8:00 a.m. Security coverage will end at 8:00 a.m. Sunday, August 23.
  - E. The daily operating hours are 10:00 a.m. – 8:00 p.m.
  - F. All food items for sale must be from a USDA approved kitchen.
- NEW! G. Due with signed contract, vendor must provide evidence of general liability insurance with limits of \$1,000,000 (one million) per occurrence/2 million annual aggregate including the State Fair of West Virginia as an additional insured for activities at the fairgrounds. Vendor may purchase a policy from the State Fair for \$85 per booth space or provide a certificate of the aforementioned coverage.**

**Vendor booth will not be reserved without insurance coverage.**

I hereby apply for booth space at the 2009 **STATE FAIR OF WEST VIRGINIA**. I understand that I am fully responsible for setting up, maintaining, and removing my display. If granted booth space, I am prepared to pay 50% of the applicable rental fee and provide insurance listed in item G upon execution of the contract.

Any Questions? Call 304-645-1090 weekdays between 8:00 a.m. and 4:00 p.m.

PLEASE TYPE OR PRINT YOUR NAME HERE: \_\_\_\_\_

PLEASE SIGN YOUR NAME HERE: \_\_\_\_\_

DATE: \_\_\_\_\_