**Ranson Festival and Car Show**

**S. Mildred St. and 3rd Ave., Ranson, WV 25438**

**Saturday, June 3, 2023 10:00 a.m. to 4:00 p.m.**

**Vendor Registration**

**Application Fees through May 19th**

* Craft Vendor $45 per space Food Vendor $ 75
* Craft Vendor $55 with electric Food Vendor with electric $100

**Please Print or Type all information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Type of Crafts or Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Products: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Info – POC\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of 10 x 10 spaces needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Your signature indicates acceptance of Vendor Participation Rules)**

**By participating in this event, the vendor agrees to indemnify and hold harmless the City of Ranson, the event committee,**

**Ranson CVB, directors, members, sponsors, officers, agents, staff, and their employees. This includes all liability for damage, health code violations, injury, or loss to any person or goods for any reason.**

**To reserve booth space mail completed registration form with check, money order or credit card information to:**

**Ranson CVB, 216 N. Mildred St., Ranson WV, 25438**

**Questions? Please call (304) 724-3862 or email** [**dmcclure@ransonwv.us**](mailto:dmcclure@ransonwv.us) **or karenskreationswv@gmail.com**

**Ranson Festival and Car Show**

**Ranson, WV**

**Saturday, June 3, 2023 10:00 a.m. to 4:00 p.m.**

**Vendor Rules and Regulations**

Registration begins February 1, 2023 Deadline: May 19, 2023

Event Information available: [www.ransonwv.us](http://www.ransonwv.us) or Ranson CVB Facebook

Festival hours begins: 10:00 a.m. to 4:00 p.m. Free Admission

Vendor Setup: 7:30 a.m. to 8:30 a.m. All vendors must be set up by 9:00 a.m.

**\*All Vendors will need to enter from Preston Street to Third Avenue. All exhibitors must have assigned number in window to be permitted to enter and unload vehicles. Assigned numbers will be emailed a week before the event.**

1. The Event Committee has sole discretion to approve or reject an application. We are primarily interested in hand-made arts and crafts and/or food items. This is a venue for local artisans to display their products and for home and garden items such as patio or porch furniture, hardscape or landscape demonstrations, water features and plant or flowers sales. All items to be sold are subject to approval by the Event Committee. The Event Committee has the right to cancel any vendor. Sufficient notice will be given, and the fee is refundable should this happen.
2. Arts & Craft Vendors – Exhibitors/Vendors are responsible for setting up and cleaning their spaces at the end of the day. Set-up starts on Saturday, June 3, from 7:30 a.m. to 8:30 a.m. There is no vehicle access to the event area after the specified set up times. Exhibitors/Vendors must unload their vehicles and park their vehicles in designated parking areas before setting up their space. All exhibitors/vendors must remain open from 10:00 a.m. to 4:00 p.m. No exhibitor/vendor may dismantle his booth before closing time. Exhibitors/vendors that breakdown their display before the festival ends will be barred from future events.

The vendor is responsible for the set-up, operation, maintenance, and dismantlement of their booth. The vendor is required to supply their own tent/canopy and all equipment/supplies including tables, chairs, and display exhibits. If exhibitor/vendor is using a tent, vendor must have tent weights.

The vendor shall maintain a clean and safe operation for the full duration of the event. **The vendor shall clean up the booth site and remove all trash from their area. Vendors are expected to comply with all federal, state and local laws, rules and regulations, and shall have all appropriate permits, licenses and other required documentation.**

1. Food Vendors - Vendors are responsible for setting up and cleaning their spaces at the end of the day. Set-up starts at 7:30 a.m. to 8:30 a.m. Vendors must remain open from 10:00 a.m. to 4:00 p.m. No vendor may dismantle his booth before closing time. Food vendors that breakdown their display before the festival ends may be barred from future events. There is limited electricity, food vendors can use their generator, but it needs to be quiet. Vendors are expected to comply with all federal, state, and local laws, rules and regulations and shall have all appropriate licenses. You are required to obtain a permit from Jefferson County Health Department prior to submitting your festival registration form. To obtain your permit call the health department at 304-728-3309. Be reminded that it takes approximately 30 days for your permit to be processed. Please submit a copy of your food vendor permit with your registration. Food vendors must provide liability insurance.
2. No application will be processed without full payment of the registration fee at the time of submission. Vendor space is limited. Please submit your application as soon as possible.
3. By participating in this event, the vendor agrees to indemnify and hold harmless the City of Ranson, the event committee, Ranson CVB, and their directors, members, sponsors, officers, agents, staff and their employees. This includes all liability for damage, health code violations, injury, or loss to any person or goods for any reason.
4. Vendor signature on the reservation form indicates acceptance of these participation rules.

**BY SUBMITTING YOUR APPLICATION, YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.**

**OFFICE USE ONLY: DATE RECEIVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYMENT RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**