



## *Spring Mountain Festival Rules for Participants*

### *Registration:*

- 1. Vendors planning to participate in the Spring Mountain Festival must complete the appropriate application which can be found on the Chamber of Commerce web site ([www.gowv.com](http://www.gowv.com)). Non-profit organizations should use either the craft vendor or flea market vendor applications. At this time, we do not have space in the park for additional food vendors. If you would like to participate in the festival, there may be space at the Flea Market. If you are interested, please contact the Chamber office at 304 257-2722 and someone will provide you with additional information.*
- 2. All applications must be accompanied by a photograph of the booth/display which will be used during the festival.*
- 3. Applications, accompanying photos, and must be sent to the Vendor Coordinator – Spring Mountain Festival no later than April 15<sup>th</sup>.*

### *Booth Space:*

- 1. Booth spaces are limited to 10' x 10' and multiple spaces are available. If your booth space is for example, 10' x 15', it will be considered 2 spaces. Additional spaces may be used only with the permission of the Festival Committee and communicated by the Vendor Coordinator. Such requests must be specifically expressed on the festival application.*
- 2. Booths must be identified with a professional-looking sign displaying the vendor's name and product(s) being sold.*
- 3. The Festival Vendor Coordinator will make all the booth/space assignments in advance. Assigned spaces will be clearly identified before the start of the festival. No booths or displays will obstruct a fire hydrant or free space provided around such hydrants.*
- 4. All vendors are responsible for keeping the area around their booths clean throughout the festival. Any trash accumulated throughout the day should be disposed of by the vendor in any of the various trash cans available throughout the park.*

5. *Food vendors are required, by the Grant County Health department, to provide covered trashcans located at the front of their booths.*
6. *Vendors are responsible for:*
  - a. *Providing safe and secure booth structures and equipment, e.g., tables, chairs, displays, etc.*
  - b. *Adequate weather protection and overnight security for their products.*
  - c. *Loading and unloading products and equipment.*
  - d. *Complying with health department regulations.*
  - e. *Abiding by festival rules.*
7. *Use of open fires must be approved by the Vendor Coordinator and all ashes and debris from the fire must be removed from the park by the vendor.*
8. *Rearrangement and/or use of park picnic tables are permitted with the approval of the Vendor Coordinator. However, the picnic table(s) should be cleaned and returned to their original location by the vendor.*

*Products:*

1. *The Festival Committee reserves the right to prohibit sale of certain products or distribution of materials based on a consideration of its acceptability to the general public. All vendors must be very specific about the products they intend to sell or display and clearly document these products on the application form.*
2. *Participants may sell products not included in their application ONLY with prior permission from the Vendor Coordinator. No food may be sold without advance notification and the appropriate permit from the Grant County Health Department.*
3. *When the Vendor Coordinator advises the vendor a product is not appropriate for sale at the festival, and if the vendor continues to sell product, they will be asked to leave the festival. Therefore, please be sure to completely identify the products you intent to sell or display in advance to avoid any misunderstandings and/or controversy during the festival.*

*Food Sales:*

1. *No food may be sold without advance notification and the appropriate permit from the Grant County Health Department.*
2. *The Grant County Chamber of Commerce does not issue health permits. All food vendors must contact the Grant County Health Department, at P. O. Box 606, Petersburg, WV 26847 or via telephone at 304 257-4922, to acquire the necessary permits, prior to April 11<sup>th</sup>.*

3. *Failure to acquire the necessary permits by the date specified above, may disqualify you as a festival participant.*
4. *All food products are expected to be prepared and served in a clean, sanitary, and professional manner.*
5. *Food vendors are required, by the Grant County Health Department, to provide covered trashcans located in front of their booths.*
6. *The Festival Committee wants to avoid excess duplication of food products. Food vendors must identify the full menu of items they intend to sell during the festival.*

*Gas/Electricity:*

1. *The park is not equipped with unlimited electricity. Vendors must therefore, be very specific as to their needs when completing the application.*
2. *Appliances not listed on the application and discovered at setup time may not be permitted.*
3. *Booth heaters will not be allowed.*
4. *The Festival Committee will make every effort to provide for the electrical needs of all vendors, provided such needs are clearly and completely described in advance.*
5. *Gas hookups are not available in the park area. Vendors requiring gas must provide for their own needs.*
6. *Vendors using gas and electricity in or around their display must be equipped with fire extinguishers.*
7. *Food vendors are required to provide a 100' extension cord. 16 gauge cords are NOT sufficient for anything other than lighting. **10 or 12 gauge cords are recommended.***
8. *Non-food vendors are required to provide an extension cord of at least 25', but 100' is recommended. 16 gauge cords are not sufficient for anything other than lighting. **10 or 12 gauge cords are recommended.***

*Vehicles:*

- 1. Vehicles ARE ALLOWED in the park before the festival begins and after closing to facilitate loading and unloading. Arrangements may be made to accommodate parking of vendor supply vehicles BEHIND or near their displays, if possible.*
- 2. Vehicle traffic in the park during festival hours will be discouraged. Exceptions will be made for entertainers, festival staff, and vendors with special circumstances (which must be pre-arranged with the Vendor Coordinator). Vendors who need to drive into or around town during festival hours MUST ensure their vehicle is parked outside the boundaries of the park before the festival begins.*
- 3. Selling from vehicles is discouraged. Vendors having a need to do so must seek prior approval.*
- 4. Overnight parking of vehicles or trailers within the boundaries of the park will be permitted ONLY with the express permission of the Vendor Coordinator. Due to the Water Treatment Plant Project, we no longer have the additional space we previously made available to a limited number of camper/trailers.*

*Setup Time:*

- 1. Vendors may begin to set up their booths starting at 10:00am on Friday. All booths/displays must be set up and any vehicles removed from the park no later than 5:00pm, Friday. **Saturday set up is no longer an option.***
- 2. Food vendors with trailers MUST plan to set up on Friday between the hours of 12:00 noon and 5:00pm. The Food Vendor Coordinator may request an earlier set up, again due to the space limitations currently in the park.*
- 3. Non-food vendors arriving on Friday must be set up no later than 5:00 pm and plan to keep their displays open at least until closing around 9:00pm.*
- 4. All vendors are expected to man their booths from 5:00pm Friday evening through 4:00pm on Sunday. Special arrangements may be made in advance with the Vendor Coordinator.*
- 5. Any vendor who closes early on a given day or shuts down completely during festival hours may not be invited back and will have to carry their products out of the park, as vehicles will not be permitted in the park for this purpose.*
- 6. All booths/trailers must be closed down and removed from the park by 7:00pm on Sunday night, unless advance permission is given by the Vendor Coordinator.*

*Water:*

- 1. The park is not equipped to provide running water for vendor booths.*
- 2. In extreme situations, accommodations may be possible with advance notice and approval by the Festival Committee.*

*General:*

- 1. Participants will not remove, alter, or otherwise damage park fixtures during the conduct of their business.*
- 2. Rearrangement and/or use of park picnic tables are permitted with approval by the Vendor Coordinator.*
- 3. Failure to comply with the festival rules is a serious issue. Participants who do so may be asked to leave or they may not be invited to participate in future festivals.*
- 4. Vendors who encounter problems during the festival should direct their questions to the Vendor Coordinator or, in his/her absence, a festival official at the Chamber of Commerce booth, located near the stage.*
- 5. Please notify the festival committee if you have special circumstances requiring the presence of an animal in the park and during the festival, as the City of Petersburg does not allow pets in the park.*
- 6. Questions in advance of the festival may be directed to the Chamber of Commerce by calling the chamber office at 304 257-2722 or via email at [gowv@gowv.com](mailto:gowv@gowv.com).*
- 7. There is no RAIN DATE. Vendors and the Spring Mountain Festival Committee take equal risks with the weather. Requests for refunds will not be honored after April 15<sup>th</sup>.*
- 8. Pay-at-the-gate is not acceptable. Vendors' fees not received at the Chamber of Commerce office on or before April 15 may be denied entry to the festival.*
- 9. There are no campgrounds in the direct vicinity of the park. Arrangements may be made in advance however, for overnight parking on the outskirts of the park or behind the Flea Market. However, electrical facilities will not be available. Vendors with permission to park their vehicles in the park overnight must not connect to park electrical facilities during festival hours.*

*We suggest you make a copy of these rules for your use. Click FILE in the upper left-hand corner of your screen; then, click Print to print a copy of the Festival's Rules.*