



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • FAX: (304) 636-4020 • WWW.FORESTFESTIVAL.COM

March 31, 2017

Dear Crafter,

We are pleased to announce plans for the 81st Mountain State Forest Festival are well underway. This year's festival will be September 30-October 8, 2017.

We would like to invite you to participate in the festival's "Crafts & More" show October 5th-7th 2017. This show continues to be a success because of participants like you! The Mountain State Forest Festival draws more than 100,000 visitors each year; we feel it is an excellent opportunity for you to showcase your business.

Enclosed is the Registration form, Crafts & More Rules & Regulations and the Mountain State Forest Festival General Rules & Regulations. Be sure to complete each form and sign and date where necessary. Return forms and entry fees to the Mountain State Forest Festival office as soon as possible as space is limited. We operate on a first come, first serve basis. You will be notified by email of your acceptance on or before September 15, 2017.

We look forward to having you join us!

Sincerely,

Tracy Gooden
2017 Assistant Director
304-636-1824 office
tracyg1@frontier.com

2017 Mountain State Forest Festival **Crafts & More** Registration Form

Please complete and mail to:
Mountain State Forest Festival, PO Box 388, Elkins, WV 26241
(304) 636-1824

(*required field)

*Name and/or Name of Company: _____

*Address: _____ City _____ State _____ Zip _____

*Phone Number: Work () _____ Home () _____ Cell () _____

*Email Address: _____

*Type of Craft: _____

Do you need access to an electrical outlet? _____ Have any special needs? _____

- ◆ **Crafter fees are \$125 per booth space. Each space is approximately 8' X 10'.**
- ◆ **8' tables are available at \$5.00 each. Metal chairs provided at no charge.**
- ◆ **Limit of 2 tables per booth space.**

*Number of 8x10 spaces: _____ @ \$125.00 each: _____

*Number of tables: _____ @ \$5.00 each: _____

*Total Enclosed: _____

You will be notified of your acceptance as an Exhibitor/Vendor by mail on or before September 15, 2017.

Release: By signing this form I release the Mountain State Forest Festival from any and all personal injury or property damage that I may incur as a result of my participation in the Mountain State Forest Festival.

*Signature

*Date

For Festival Use Only:	Date Received _____	Ck# _____	Amount _____
	Display Area Assigned _____		

**Mountain State Forest Festival
Crafts & More
RULES & REGULATIONS
(*required field)**

1. Craft Show dates are October 5th,6th, and 7th

2. Crafts & More location:

First United Methodist Church
315 Kerens Avenue, Elkins, WV

Located one block from the YMCA, the information booth, and downtown Elkins carnival

Crafts **MUST** be set-up by Thursday, October 5th prior to 9:00am

CRAFTER SET-UP SCHEDULE WILL BE AS FOLLOWS

Wednesday, October 4, 2017 5pm - 7pm

Thursday, October 5, 2017 7am - 9am

3. All Crafters **MUST** be open the following hours.

Thursday, October 5, 2017 Open 9 am - 7 pm

Friday, October 6, 2017 Open 9 am - 7 pm

Saturday, October 7, 2017 Open 9 am - 7 pm

4. Tear-down is immediately after closing on Saturday, October 7, 2017

7. Space is limited and will be assigned on a first come, first served basis.

8. You must comply with all Federal and State Tax Laws.

By signing below I indicate I have read the Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:

*SIGNATURE _____

*DATE _____

**Mountain State Forest Festival
General Rules & Regulations
(*required field)**

- 1) Mountain State Forest Festival reserves the right to adjust locations in the event of inclement weather, inclement ground conditions or as needed.
- 2) All applications for specific events and entry fees must be received by the deadline set for specific event.
- 3) All applications will be reviewed by the designated Mountain State Forest Festival committee. Each exhibitor or vendor will be notified by mail if the application is accepted by the committee by the deadline advertised for that event.
- 4) All registration fees are non-refundable unless specified in the specific rules for that event.
- 5) A royalty will be charged to any vendor selling wears bearing the Mountain State Forest Festival and/or the official logo of the Mountain State Forest Festival.
- 6) Please note any special needs on your application. We will attempt to meet the special need, if any additional fees are required for your request we will notify you of the additional fee within two (2) weeks of receiving your application and fee.
- 7) The Mountain State Forest Festival, or any agent acting on its behalf, will not be responsible for damages to exhibitor's/vendor's displays, units or property.
- 8) The Mountain State Forest Festival reserves the right to advertise the presence of the exhibitor or vendor. The exhibitor agrees to hold the Mountain State Forest Festival and any agent acting on its behalf harmless from any advertising or other liability.
- 9) Unless otherwise agreed upon all hardware (i.e. electrical cords, tables, tents/canopy, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.
- 10) Alcohol is strictly prohibited at any Mountain State Forest Festival event without prior written permission from the Mountain State Forest Festival.
- 11) No merchandise depicting drugs, alcohol or tobacco may be sold, displayed or promoted at any Mountain State Forest Festival event without prior written permission.
- 12) No item used to consume drugs may be sold, displayed or promoted at any Mountain State Forest Festival event.
- 13) Mountain State Forest Festival reserves the right to request a vendor to remove any merchandise or display that the event organizers determine is unacceptable or inconsistent with the Forest Festival rules or philosophy.
- 14) Mountain State Forest Festival reserves the right to evict any person/organization/business for failure to follow the General Rules or the Specific Rules for each event.

By signing below I indicate I have read the General Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:

*SIGNATURE_____

*DATE_____