



Beckley-Raleigh County Chamber of Commerce

245 North Kanawha Street, Beckley, West Virginia 25801
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Dear Applicant:

On behalf of the Appalachian Arts & Crafts Fair Committee, we are proud to announce that the 54th Annual Fair is scheduled on August 24-25-26, 2018, at the Beckley-Raleigh County Convention Center, 200 Armory Drive, in Beckley, West Virginia.

Please complete and return the enclosed *Application for Exhibitor Display*. This fair is a “juried” event; therefore, it will be necessary for every applicant to include photographs, media stories, or any promotional information relating to their craft / exhibit. You will also find enclosed the *2018 Rules and Regulations* for your review.

The Arts & Crafts Fair Selection Committee will make decisions regarding assignment of single and double booth spaces (returning vendors: double booth spaces are based on the amount of commissions paid the prior year and availability). Returning vendors, please note on your application that you are requesting the same booth space as in the prior year(s).

The application fee is \$50.00 PER booth space, which must be submitted with your application. Should you require electricity in your booth, there will be an additional fee of \$10.00 (Food vendors are \$15.00 per outlet which you should also include with your application).

Booth selections will begin immediately; therefore, you may return your application as soon as possible by one of the following methods:

Mail: Beckley-Raleigh County Chamber of Commerce
245 North Kanawha Street, Beckley, WV 25801

E-mail: ellenmtaylor@frontier.com

Fax: (304) 252-7373

Upon receipt of your fee, it will be deposited in the bank; if you aren't selected it will be refunded. Please keep in mind: NO refunds on cancellations after June 1, 2018.

Thank you for your consideration and we are looking forward to a great Fair!

Sincerely,

Ellen M. Taylor, IOM
President/CEO

Enclosures

- (A) Application for Exhibitor Display
- (B) 2018 Rules & Regulations

P.S.: If you no longer exhibit or simply want your name removed from this list, please telephone toll free (877) 987-3847 and we will remove your name from the list. This will assist us with the tremendous cost of postage.

Appalachian Festival Presents on August 24-26-26, 2018

54th ANNUAL ARTS & CRAFTS FAIR

“Application – Exhibitor Display”

Name _____ Business Name _____

Mailing Address _____ City _____ State _____ ZIP _____

Telephone () _____ Cell Phone () _____

E-mail Address _____ Web Site _____

West Virginia Tax Number _____ (If available)

1. Have you exhibited in this Fair? _____ If yes, what year(s) _____

Repeat Exhibitors: Are you requesting the same booth(s) as last year? Yes _____ No _____

2. What first drew you to this Fair? _____

3. Repeat exhibitors, what are the reasons you like returning to this Fair? _____

4. List other fairs & festivals that you have been a participant _____

5. List any awards that you have received for your crafts _____

6. How long have you been a craftsman? _____

7. List craft items you plan to exhibit/sell _____

Price range of items \$ _____ To \$ _____

(Additionally, if you are sharing your booth with another vendor, you will need to list their items)

8. Give a brief description of your craft _____

9. Do you plan to demonstrate, if yes, please list the crafts? Yes _____ No _____

(Demonstrations are encouraged by exhibitors to bring interest to your booth)

10. How many booth spaces are you requesting (booth - **EQUIVALENT** to 10'x10' space) _____

Check Amount:

- 1) Booth Space \$50.00 Each Booth
- 2) Electricity \$10.00 Per Outlet /\$15 Food Vendors
- 3) Total Amount Enclosed _____ **(Payable to Arts & Crafts)**

Notes about your booth (Should you be juried into the Fair):

- 1) Your assigned booth number will be posted in your booth upon your arrival.
BOOTH NUMBER MUST BE DISPLAYED AT ALL TIMES
- 2) You will need a sign to identify your booth.
- 3) Bring your shelving/brackets/spotlights, etc., (These items will not be furnished).
- 4) Include with your application, pictures of your craft, any hometown newspaper articles, promotional information, etc., regarding your craft.

54th ANNUAL ARTS & CRAFTS FAIR – August 24-25-26, 2018

“2018 Rules & Regulations”

The goal of this writing is to produce an Arts & Crafts Fair where every exhibitor is treated fairly and equally, where the purchaser can expect that all craftsmen will treat them courteously, and where the objective of preserving the Arts and Crafts of Appalachia can be carried out. Therefore, the following rules are established:

- 1. Exhibitor Setup: Thursday, August 23 9:00 AM - 9:00 PM**
Roll carts will be provided by the Convention Center staff to assist with carrying crafts to your booth. Attendants will be available to assist with carrying your crafts into the facility, please consider tipping.
- 2. All sales booths must be open and staffed during business hours: Note: SHORTER SHOW HOURS**
Friday - August 24 10:00 AM - 7:00 PM Sunday – August 26 12:00 Noon - 5:00 PM
Saturday - August 25 . . . 10:00 AM - 6:00 PM Close Out – Sunday August 26 - 5:00 PM
- 3. Booth Number MUST be displayed in your booth at all times.**
(Please leave the sign in booth on Sunday after you break your booth down)
- 4. No Tents or Displays Allowed that will Block or Restrict View of other Vendors.**
- 5. Ample Product (Crafts) Supply Required** (7,000 visitors/shoppers are expected over 3 days).
Prohibited: **Sale of commercially available arts and crafts supplies and/or products is not permitted.**
- 6. Entry Fee: \$50.00 - PER booth, must accompany application** (returning vendors: double booths based on 2017 Commissions). Electricity - \$10.00 per outlet: Food Vendors-\$15.00.
(Juried Fair - Entry Fee does not insure a booth space).
- 7. Commission: 16% on all Sales Outside Vendors 10% Food Vendors 16%**
- 8. West Virginia 6% Consumer Sales Tax** must be charged by all exhibitors on all sales. *(6% May Change)*
Plus, 1% Local Sales and Use Tax. Total Tax collected will be 7% effective 07/01/16
- 9. WV Food Tax** – Sales Tax and Use Tax on the sales, purchases and uses of food and food ingredients intended for human consumption has ceased. However, the cessation of tax does not apply to sales, purchases and uses by consumers of prepared food, food sold through vending machines and soft drinks which are subject to the regular rate of 6% sales tax. **Plus, a 1% Local Sales and Use Tax. Total Tax collected will be 7% effective 07/01/16.**
(These taxes will be collected from the exhibitors at the close out; unless, a West Virginia tax identification number is provided to the Fair staff. **All** exhibitor control sheets reflecting gross sales/taxes/commissions will be reported to the WV Dept. of Tax & Revenue by 09/15/18 and will be filed under **SPECIAL EVENTS**).
- 10. Hostesses** - The Beckley Woman's Club and Shady Spring Woman's Club, will be available for brief periods of time to relieve the exhibitors. Contact the Fair Office (Time Limit - 15 Minutes).
- 11. Photos or any other promotional material** submitted during the operation of the Fair will become the property of the Fair and may be used for promotional purposes.
- 12. Prohibited:** Exhibitor's that process their Master Card / Visa / Discover / American Express charges at their booth will not be permitted at this Fair. **No exceptions.**
- 13. The Arts & Crafts Staff** will process **Master Card/Visa/Discover/American Express Charges** at electronic processing stations placed at three locations at the facility. Instructions will be provided with check-in packet.
- 14. Checks will be purchased by the Arts & Crafts Fair : Must be made payable to Arts & Crafts**
- 15. Early breakdown** of booths will **not be permitted**. The Fair closes to the public 5:00 P.M. on Sunday.
- 16. Secret Shoppers will be in all areas** to make certain customers are treated fairly, help us make certain the show runs smoothly, and make certain receipts are given to customers.
- 17. Should there be an emergency,** contact the Fair Staff.