



**VENDOR RESERVATION**  
 SEPTEMBER 18, 19 and 20, 2009  
 TOMLINSON RUN STATE PARK

1. Each 10' x 10' space is \$30. This space is for Friday night, Saturday and Sunday. You must also provide a check for a \$25.00 refundable deposit. This \$25.00 check will be returned to you on Sunday afternoon at 5pm when vendors are released. 100% of your profit goes to you. **Your checks may be post dated for July 1, 2009. PLEASE SEND 2 CHECKS - ONE FOR THE \$25.00 DEPOSIT & ONE FOR THE \$30.00 OR \$35.00 SPACE RESERVATION**
2. You must provide your own tables, tents and other equipment. All extension cords must be heavy duty. Electric strips are not permitted. Fire pits could be available upon request. Gas grills are permitted. Fire Extinguishers are required at each booth.
3. **All vendors and demonstrators must return the reservation form. Vendors and demonstrators from previous years have first priority until April 30, 2009.** After April 30th, their location can be given to another group.
4. Food vendors must be a group or organization. Food must follow the Oldtime Theme. We want to make sure that we do not have vendors selling the same thing to assure profit for all. We would like to discourage you from selling beverages in glass bottles unless you have a way to collect the glass bottles. **Food vendors can only sell what you list on the reservation form.** If you need to change something, please give us a call. We will do our best to accommodate you as we want everyone to make money. At least one person present at your booth must have a food handler's card. Health Department regulations will be sent to each vendor. If you have a current Hancock County food handlers' card, you won't need to attend to get another.
5. The Vendor Superintendent determines vendor location. We will do our best to give you the same spot that you had at the 2008 Fair. Spaces will be marked and numbered on Friday. The Fair will be located at the entrance of Tomlinson Run around the pool area. All vendors will need to provide their own canopies.
6. You can choose to set up and sell on Friday night. All vendors must be set up between 7:00am-9:00am on Saturday and sell through 5pm on Sunday. *All vehicles will need to be moved to the designated vendor parking area before the gates open to the public. The \$25.00 deposit will be forfeited for any vehicle that we have to track down to be moved.*

Friday, September 18	<i>Optional.</i> Set up between noon and 4pm	<i>Optional.</i> Booth open 5pm-7pm
Saturday, Sept 19	Set up between 7am-9am	Booth open from 10am-8pm.
Sunday, Sept 20	Tear down after 5pm Deposit checks will be returned to those who are still set-up at the end of the fair.	Booth open from 8:30am-5pm

7. Vendors need to prepare enough food to last throughout the entire day.
  8. All Vendors will receive **two** free admission passes at no charge with their confirmation and location of space. This rule is firm.
  9. Electricity is available only to food vendors and only on a limited basis. The cost of each outlet is \$5.00. Vendors should plan to use only one outlet and each outlet will only host one appliance (a roaster—for example). Please plan your food items so that you do not need to use electricity.
  10. You are responsible for providing your own insurance for this event. The Hancock County Oldtime Fair Board and all other sponsors will assume no responsibility for your food, crafts, liability or insurance.
  11. The Fair Board provides security for the Fairgrounds, not individual booths. The Hancock County Oldtime Fair Board and Tomlinson Run State Park cannot take responsibility for your equipment, crafts or personal items.
  12. Make your checks payable to Hancock County Fair. Mail all reservations and checks to  
 Hancock County Oldtime Fair  
 P.O. Box 86  
 New Manchester, WV 26056
- Questions? Call Lisa Virden, Vendor Superintendent at (304)387-3601.

**Keep this form for your records**

## VENDOR RESERVATIONS

Reservations are due by August 15, 2009. Reminder: **You must be set-up at 5pm on Sunday to have your deposit returned.** Make sure all working your booth understand the rules and regulations. Thank you. **Anything that is bold is required.**

<b>NAME OF GROUP OR BUSINESS</b>							
<b>CONTACT NAME</b>							
<b>ADDRESS</b>							
<b>CITY</b>							
<b>STATE</b>	<b>ZIP</b>						
<b>PHONE</b>							
<b>EMAIL</b>		@					
<b>FOOD/BEVERAGE OR CRAFT CHOICES:*</b> You will only be permitted to sell the items listed here.		* Call Lisa Virden with any changes at (304)387-3601.					
<b>Insurance Carrier Name</b>							
<b>Insurance Carrier Phone</b>							
<b>Are you planning to set up and open for business on Friday night? YES NO</b>							
<b>FOR FOOD VENDORS ONLY:</b>							
<b>ELECTRICITY?</b>		YES (ADD \$5.00 TO YOUR CHECK FOR EACH OUTLET NEEDED) NO Please indicate what appliances you are planning to bring:					
Roaster	Y N	Freezer/refrigerator	Y N	Coffee pot	Y N		
Crockpot	Y N	Gas Grill	Y N	Fire pit if available	Y N		
Other:							
<i><u>You will receive confirmation that we have received your form and checks by phone or email.</u></i>							
<i>Office use only:</i>		Received date:					
Confirmation done		Date:		Method:			
Payment Check:		Number:		Amount:		Deposited:	
Deposit check:		Number:		\$25.00			
Deposit returned		Signature:					
Deposit forfeited		Reason:					
<b>OPTIONAL</b> I am interested in receiving information about other craft shows in the area. <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Signature							