



Third Weekend in September

September 14-16, 2012

September 20-22, 2013

Location:	Tomlinson Run State Park Pool Area	New Manchester, WV
Cost for 10 x 10 Space:	\$30 space rental Plus electricity fee if needed.	\$5 per outlet for electricity. No power strips! (food vendors ONLY)
Deposit:	\$25 paid by a separate check Please date the check for September 1.	If rules are followed, the deposit check will be mailed to you after the fair.
Deadline:	September 1st	
Returning Vendors:	Receive first priority on food item that they sold the previous year and site location.	This deadline is April 30th. After this date, the item can be given to another vendor.
Cancellations:	A full refund will be issued if cancellation is at least 4 weeks before the fair.	If in case of emergency you are unable to attend the fair, the board will vote on whether a refund is to be issued.

Day	Set-up Time	Open for Business	Closing Time
Friday	1:00pm-3:30pm	5:00pm	8:00pm
Saturday	7:00am-9:30am	10:00am	8:00pm
Sunday	7:00am-9:30am	10:00am	5:00pm

Rules and Regulations

- Vendor provides own tent, tables, and chairs.
- Vendor provides own heavy duty, long extension cord/cords.
- Food vendors are required to have a fire extinguisher if using grill or deep fryer.
- Food vendors must keep with the old-time theme.
- Food vendors must have their food approved by Vendor Superintendent.
- No food trailers or wagons (other than TRSP Foundation).
- Food vendors may only sell foods/beverages listed on the registration form.
- Food vendors must prepare enough food for whole weekend.
- NO GLASS BOTTLES!
- Prices may not be raised during the fair!
- Craft vendors must sell handmade items. No store bought items allowed.



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Rules and Regulations (continued)

- All vendors will receive 2 parking passes. These passes are for vendor parking only which is located on the FAR SIDE OF THE POOL. **Cars parked improperly will be towed.** Handicapped parking is available for those with proper placards/plates.
- Vendors that arrive after the fair has opened will be asked to pay the \$1.00 admission fee.
- Vehicles are not allowed in the vendor area after the set-up times or before the closing times.
- All vendors must stay open until 5:00pm Sunday. If you run out of product, please display a sign stating this and remain open. Vendors that leave before 5:00pm Sunday forfeit their deposit.
- All vehicles must be moved to proper parking lots. Vehicles with passes to the far side of pool, vehicles without passes must park in main lot down by the lake and ride the shuttle wagon back to the fair grounds.
- Vendor sites must be cleaned before leaving each day. Do not leave garbage in and around your site.

All food vendors must have up to date Hancock County Food Handler's Cards!
You can receive one by taking an online class located at
<http://hancockcountyhealthdepartment.com/foodhandlers/>

There is security for the fairgrounds but not for individual booths.
The Hancock County Oldtime Fair is **NOT** responsible for lost or stolen goods.
Make sure all tents are secure before leaving!

All food vendors are REQUIRED to provide a copy of their insurance policy with the registration form.
Your registration will not be processed until the policy is received.
The Hancock County Oldtime Fair is not responsible for any liability pertaining to the items of food or crafts sold by the vendor.

Please keep these pages for your records!



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Name of Group or Business		
Contact Name		
Address		
City, State, Zip		
Phone		
Email		
Food/Beverage or Craft Choices:* You will only be permitted to sell the items listed here.		* Call Lisa Virden with any changes at (304)387-3601.
Insurance Carrier Name & Phone		
Are you planning to set up and open for business on Friday night? <input type="checkbox"/> YES <input type="checkbox"/> NO		
For Food Vendors Only:		
Electricity? Add \$5.00 for each outlet needed.	<input type="checkbox"/> Yes....How Many? ____ <input type="checkbox"/> No Please indicate what appliances you are planning to bring:	
<u><i>You will receive confirmation that we have received your form and checks by phone or email.</i></u>		
<i>Office use only:</i>	Received date:	Confirmation Complete:
Payment Check:	Number:	Amount:
Deposit check:	Number:	\$25.00
REQUIRED I have read and understand the rules and regulations enclosed with this registration. I understand that if I do not abide by these rules and regulations I will forfeit my deposit. <hr/> Signature		

Please return:

- Registration Form
- \$25 deposit check (Made payable to HCOTF)
- \$30 Space rental check (plus \$5/outlet electricity fee if needed)
- Copy of Insurance Policy

Mail to: Hancock County Oldtime Fair ~ P.O. Box 86 ~ New Manchester, WV 26056