



FOOD VENDOR APPLICATION

All ABOARD!

MSAHF ARTS & CRAFT SHOW

The Historic Roundhouse Complex-Downtown Martinsburg

SATURDAY & SUNDAY

OCTOBER 20-21, 2012



Get on Track by July 31, 2012

It is imperative that we receive your application by this date! We have a waiting list. If it is not received by this date, it is a first come, first served basis; you may lose your spot.

Concession Name: _____

Owner (s) Name: _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone: _____ Business Phone: _____

Email Address: _____

Web Site: _____

AMPS Required: _____ Health Permit Number _____

Please include a menu or list of the foods and drinks your concession will be selling. Since space is limited, this will help us determine which vendors will provide the best variety of food to our customers.

All spaces are outside on the grounds of the Roundhouse. **SEND NO MONEY WITH APPLICATION.** If approved, you will receive an approval letter which will include the amount to be paid, your location number(s) and a map of the Roundhouse Complex.

ALL spaces are \$300.00 Number of Spaces: _____

All food vendors will be required to have a Certificate of Insurance and a Health Permit. Please send a copy of your insurance certificate and health permit with your completed application. If you do not have these items by the dates of the show, you will not be able to participate.

Per the Health Department each vendor must register with their office to obtain a permit. You can obtain this application via their website at www.bchealthdept.org; or contact 304-267-7130.

Please Mail Completed Application to:

**Mountain State Apple Harvest Festival
P.O. Box 1362
Martinsburg, West Virginia 25402**

OR

You may download the application from WWW.MSAHF.COM and submit the application and pictures can be emailed to rlewis@mainstreetmartinsburg.com

RULES & REGULATIONS: Important information please read

- Items must be HAND CRAFTED of the highest quality workmanship, originality and creativity.
- We reserve the right to reject any art or craft which is not of satisfactory quality. No item which is imported, manufactured, unfinished, kit crafted, mass produced, or purchased will be accepted.
- **Vendors acknowledge receipt of application for Martinsburg City License and its requirements and to collect B&O tax. Please contact License clerk:**

Peggy Proctor

City of Martinsburg

232 N. Queen Street

(304) 264-2131 ext.256

E-Mail: pproctor@cityofmartinsburg.org

Temporary Permit fee \$10.00 for the 2-day event

B&O tax: Gross Receipts of Retailers and other 0.50 per \$100

EXAMPLE: Vendor Gross receipts of \$300.00 you will pay \$1.50 for B&O taxes to the City Of Martinsburg.

- If it is determined that you have purchased items in your booth, you will be asked to remove the item(s) or to leave without refund of your booth fee. You may use purchased items to make your craft but it must be something you have compiled and created.
- No pets or electrical appliances allowed without the permission.
- Please note that on **Friday, October 19th the Roundhouse Complex will be open from 9:00 AM to 5:00 PM** to allow all vendors a day to set up. During this time vendors may enter through the front gate, (off of Liberty Street) check in, unload & set up. You may park where specified vendor parking area convenient area, as well for Saturday and Sunday.
- Mountain State Apple Harvest Festival and The Roundhouse Authority organizations are not responsible for any damage, loss or theft of goods related to vendor's business.
- There will be guards on duty after hours on Friday and Saturday to guard and protect items from theft or any type of disturbance.
- **The hours of the show are 9-6 on Saturday and 9-5 on Sunday**
- NO booth fee will be refunded for any reason. Refunds can only be approved by the committee.
- Vendors may not begin breakdown until 5pm on Sunday.
- Please email rlewis@mainstreetmartinsburg.com if you have any questions concerning the Arts & Crafts Show held at the Historic Roundhouse Complex.

We thank you for your interest in the Mountain State Apple Harvest Festival.



