



Vendor Application

Please read the Vendor Information before applying. Thank you!

Name of Vendor: _____

Contact name: _____

Doing Business as (Optional) : _____

Email: _____

Address: _____

City: _____

State, Zip _____

Website: (Highly recommended!) _____

Phone (cell preferred) _____ May we send you texts?

WV Business License# _____

Please list your product(s).

Only products you list here will be permitted for sale in your booth.

Price point (min-max):

Would you like to demonstrate your art/craft?

Please consider it; we'd like as much audience engagement as possible. Yes No

General Information for Prospective Vendors

- Festival is **May 17-18 2025 from 12 Noon-6PM** (hours subject to change). Vendors will be located in **Berkeley Springs State Park**, which is in the middle of our little town of Berkeley Springs.
- The Festival is a juried show. Vendors will be juried according to the following criteria:
 - Quality
 - Appropriateness for a Fairie Festival
 - We limit “like” products so there won’t be a lot of pottery, for example, so uniqueness counts.
 - All items should be made by you, or be “unique collectibles” (ie, no plastic junk, please!) Vendors that provide a service (ie face painting, henna...) are also juried. To keep a level of quality and value we reserve the right to exclude items perceived to be of questionable value.
- **Vendor applications will be open until February 20.** Acceptances will be emailed by **February 25**. This gives you plenty of time to obtain your permit, license, and insurance. We will need all of these, and your vendor fee by March 30.
 - **WHEN APPLYING, DOUBLE CHECK that your email address is correct.** “Not getting the email” isn’t an excuse!

What you need to be a vendor at our festival:

- All vendors must have a WV Business License **NO EXCEPTIONS**. Upon acceptance, we will send instructions for obtaining one if you need one. WV Business licenses are **\$30** and have no expiration date. You must have the WV Business license in order to get the Town of Bath permit (see below). If you are accepted and need the license, we will send instructions for getting through the horrible website.
- The Town of Bath requires every vendor to have a Town of Bath permit. I’m sorry about all the paperwork, but that’s the way it is. The permit is \$20 and is good for one year.
- **Vendors must have liability insurance.** Most professional vendors already have this, but if you need it, policies are available online for as little as \$50/event. Check out <https://www.actinsurance.com/>
- **The 2025 vendor fee is**
 - a. **\$175** for a Standard 10x10.
 - b. **\$300** for 10x20We may be able to accommodate larger/unusual shaped booths at additional cost.

Instructions for payment will be sent upon your acceptance.

ALL OF THE ABOVE ARE DUE BY MARCH 30

- In order to review your products during jurying, it's best to have them on a website so that anyone helping with jurying can view your products easily. Not only is this easier for us, we can link to it from our website once you're accepted. Also, the website will tell us a bit more about you!

Miscellaneous other things:

- Applicants must provide all elements to create their booths including tables, chairs, canopies, etc. Bringing in the May supplies the physical space only.
- Vendor is responsible for setting up their booth in the provided timeline and is responsible for leaving their area litter free and in the same condition as when they arrived. We encourage you to use green products for bagging/wrapping etc.
- Your booth must be staffed at all times during Festival hours.
- There is no electricity provided or available. There is decent cell service for most carriers. We expect to have our portable wifi running again as well.
- Booth set up is Friday, May 16 from noon until dark. Those setting up on Saturday must do so, and have their vehicle moved, by no later than 9:00 am.
- Vendors are responsible for securing their booths for the overnight and off festival times.
- Booths cannot be dismantled until closing on Sunday unless prior approval is arranged with the Festival Committee.
- There is no on-site camping in our little Park. There are several campgrounds in the area.
- Festival is a rain or shine event. Of course, if there is extreme weather, we will shut down.
- Weapons and illegal drug paraphernalia are prohibited. We also encourage vendors to keep in mind that this a family event, so please keep your products "PG." In order to be as inclusive as possible, please refrain from bringing any overtly religious items. Thank you!

Submission of your application assumes you accept all these conditions.

If you can deal with all of this, please fill out the application!

2025 will be our FIFTH festival. We expect it to be very well attended and it grows every year. We'll be using social media to promote the event, and planting fliers wherever we go. Our [Travel Berkeley Springs Visitors Bureau](#) and the [Morgan Arts Council](#) will also be promoting the event. We are within 2 hours of DC and Baltimore, and just a bit more from Pittsburgh, so we are poised for success! Thank you for having faith in our event. We'll do our best to make sure you're happy.