



West Virginia Vandalia Festival
Artisan/ Garden Vendor Application

Applications are Due April 5, 2024
Late Applications Will Not be Accepted

Company Name: _____

Contact Person: _____

Telephone # (Daytime) _____ (Evening) _____

Email Address: _____

Mailing Address: _____

Artistic Medium: _____

Brief Description of Items for Sale: _____

- A. Check the Appropriate Box
 I will use my own white tent with white top and sides.
 I need to rent a department tent at \$75 per tent. **Rental fee is due with application.**
Checks made payable to WVDACH
- B. For all vendors: The WVDACH will receive a 15% commission on your gross sales.
(Failure to pay will remove chances for future festivals)
- C. How much space do you need? (Do not say "same as last year.") _____
- D. Vendors should demo, if possible, at their booth both days of the festival.
- E. Tent Needs (Number of outlets/wattages, needs, etc. (Shade Cannot be Guaranteed))

Artisan/Garden Vendor has read and agrees to abide by the included guidelines.

SIGNATURE: _____ **DATE:** _____

West Virginia Vandalia Festival 2024 Artisan/Garden Vendors

Please Join us at the WVDACH
for the Annual Vandalia Gathering



The Vandalia Gathering, a festival of traditional arts, has been held since 1977 on the State Capitol grounds. Vandalia offers two full days of traditional games in the Old-Time for Young'uns area, storytelling and a Liars Contest, as well as fiddle, banjo (old-time and bluegrass), mandolin, lap dulcimer, flat pick guitar and baking contests. The festival includes craft booths and demonstrations, traditional heritage dancing, concerts and a flat foot/square dance area.

The Vandalia Gathering has more than 40 spots available for artisan and garden vendors. These booths will be at the Fountain Circle on the north side of the State Capitol building. All vendors must and sell both days.

DATES TO REMEMBER:

- **Friday, April 5, 2024** **Application Due (late applications will not be accepted)**
Non-refundable tent rental fee also due if renting a WVDACH tent
- **Friday, May 24, 2024** **Load in and Parking 5:30 p.m. - 8:00 p.m.**
- **Saturday May 25, 2024** **Load in 8:00 a.m.-10:00 a.m., Vending 10:30 a.m.-6:00 p.m.**
- **Sunday May 26, 2024** **Load in 8:00 a.m.-10:00 a.m., Vending 10:30 a.m.-5:00 p.m.**
- **Thursday, June 28, 2024** **15% commission is due. (Checks payable to WVDACH)**

TENT/BOOTH OPTIONS & FEES

- **Option 1:** Vendors may use their own tents. All tents must have a white top. A booth cannot consist of an umbrella and/or a trailer. These vendors must bring tarps, tent sides, weights and plastic for nightly cover up.
- **Option 2:** Vendors may rent a 10' x 10' tent from the Department of Arts, Culture & History for \$75. The Department has 10 tents available on a first-come, first-served basis. **Rental fee is due with application.** Tent fee includes one 10' x 10' booth with white top and two weights. If the tent you rent from the department is damaged by rain or wind, it cannot be replaced.
- One tent space is 10x10; you may request up to a 20x20 space.
- Commission for the Department is 15% of the gross for both days. Make your check payable to the WVDACH and mail to: Adam Jones, Culture Center, 1900 Kanawha Blvd., E. Charleston, WV 25305.

**ARTISANS THAT DO NOT MEET THE DEADLINE WILL NOT BE CONSIDERED
FOR FUTURE PARTICIPATION.**

SECURITY/PARKING

24-hour security surveillance will begin Friday and run through Sunday evening. **The Department of Arts, Culture and History is not responsible for merchandise damaged, lost, or stolen during the festival.** Parking will be on a first-come, first-serve basis. Some of the Capitol parking lot gates are locked at night. Camping is prohibited on the Capitol Complex. **Please fill out and return the Vehicle Info Sheet!**

POLICY FOR ALL VENDORS IN THE ARTISAN CIRCLE

The Department of Arts, Culture and History is pleased to offer an opportunity for artisan vendors to showcase their products. We believe demonstrations increase interest in the artisan area. To participate in the Vandalia Gathering artisan show, all vendors should demonstrate their art during the festival. Vendors may demonstrate in their own tent or a special demonstration tent. Vendors who use the demo tent are responsible for keeping their sales tent open during the time they are demonstrating. Please include needs on your application so you can demonstrate and share your talents.

GENERAL INFORMATION

- Water is limited to the outer circle.
- Electricity is available, but limited.
- Vendors are responsible for their own tables, chairs, shelving and/or display units.
- Vendors must bring their own tent sides and tarps for nightly cover. This policy includes vendors who rent the department's tents.
- Weights are not available to vendors bringing their own tent. **All vendors must use weights and not stakes due to underground electric cables.**
- All vendors are responsible for handling their own sales.
- Vendor signs are not available, but you may bring your own.
- ***Please note*** we are not able to accommodate requests for shade or guarantee that you will be in the same spot as you were last year.

SET-UP

Vendors can begin setting up on Friday at 5:00 p.m.

Do not arrive earlier than 5:00 p.m. for set-up or you will be asked to leave the area.

Loading and off-loading small trucks, vans and wagons will be possible at your booth site.

Sincerely,

Adam C. Jones
Events Manager

If you need additional information, contact:

Adam Jones at 304-558-0220, ext. 130, or by email: adam.c.jones@wv.gov.