



CULTURE CENTER
1900 Kanawha Blvd. East | Building 9
Charleston, West Virginia 25305
(304) 558-0220 | WVculture.org

WEST VIRGINIA VANDALIA GATHERING
ARTISAN/VENDOR APPLICATION
APPLICATION DUE APRIL 24, 2026

Please e-mail or mail applications to the Culture Center:

Attention to: Laiken Blankenship
1900 Kanawha Boulevard, East | Building 9 | Charleston, West Virginia | 25305-0300

E-mail: Laiken.J.Blankenship@wv.gov

If mailed, please follow up with an e-mail to make sure we received your application.

Late applications are not accepted

Company Name: _____

Contact Person: _____

Telephone (Daytime): _____ Telephone (Evening): _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

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 the West Virginia Department of Tourism)

B. For all vendors: the West Virginia Department of Tourism will receive a 10% commission on your gross sales. (Failure to pay will remove changes for future festivals.)

C. How much space do you need? (Specific measurements required): _____

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

SIGNATURE

DATE



WEST VIRGINIA VANDALIA GATHERING ARTISAN/VENDOR LETTER

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 24, 2026 Application Due (Tent Rental Fee if Applicable)
- Friday | May 22, 2026 Load in and Parking 5:00 pm - 8:00 pm
- Saturday | May 23, 2026 Load in 8:00 am - 10:00 am | Vending 10:30 am - 5:00 pm
- Sunday | May 24, 2026 Load in 8:00 am - 10:00 am | Vending 10:30 am - 5:00 pm
- Friday | June 26, 2026 10% commission is due

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 Culture Center for \$75. **Rental fee is due with application.** Tent fee includes one 10' x 10' booth with white top, sides, and 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 10% of the gross for both days. Make your check payable to the State of WV and mail to: Hanna Kroeger, Culture Center, 1900 Kanawha Blvd., East, Building 9, Charleston, WV 25305.

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



WEST VIRGINIA VANDALIA GATHERING ARTISAN/VENDOR LETTER

SECURITY/PARKING

24-hour security surveillance will begin Friday and run through Sunday evening. **The State of West Virginia 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 Complex parking lots are locked at night & camping is prohibited. **Please fill out and return the Vehicle Info Sheet!**

POLICY FOR ALL VENDORS IN THE ARTISAN CIRCLE

The Culture Center 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 available, but very limited.
 - 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.
 - 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.
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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.





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WEST VIRGINIA VANDALIA GATHERING ARTISAN/VENDOR VEHICLE INFORMATION

Please return to Laiken Blankenship with your application:

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Late applications are not accepted

Organization Name: _____

Vehicle Driver Name: _____

Telephone (Daytime): _____ Telephone (Evening): _____

Vehicle Make(s) and Model(s): _____

Vehicle License Number(s): _____

ESTIMATED TIMES OF ARRIVAL	TIME IN	TIME OUT
Friday		
Saturday		
Sunday		

Additional Info (If needed):

