



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

WEST VIRGINIA VANDALIA GATHERING
FOOD 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

Organization Name: _____

Contact Person: _____

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

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Power Needs (Specify number of outlets and wattage/ampereage. Specify "NONE" if you do not need electricity. We need SPECIFIC WATTAGE/AMPERAGE. If you are not specific, your application will be returned.):

Exact Menu (List ALL ITEMS to be sold from your booth during the Vandalia Gathering. Attach a separate sheet if necessary. Do not include prices.):

I understand the conditions outlined in your letter of understanding and agree to abide by the FOOD VENDOR GUIDELINES. Our organization agrees to provide the food and/or drinks specified in the approved menu to sell at the Vandalia Gathering at the State Capitol grounds.

SIGNATURE

DATE

Feel free to provide additional comments on a separate sheet(s).



almost heaven

CULTURE CENTER

WEST VIRGINIA VANDALIA GATHERING FOOD 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.

Enclosed you will find details on set-up, guidelines, parking and an application for the event. Please fill out the entire application (be specific). Listed below are some important dates for you to remember.

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

GUIDELINES

- Setup begins at 8:00 a.m. Saturday & Sunday. Please allow two hours to unload and set up. Do not arrive before 8:00 a.m. either day. NOTE: You may set up Friday evening after 5:00 p.m. A representative from your organization must be present Friday to accept deliveries, i.e., freezers, cookers, etc. West Virginia Department of Tourism staff will not accept deliveries for vendors.
- Each vendor will be assigned a designated spot to set up. This spot may be different from the one you had last year.
- You must open your booth at 10:30 a.m. Saturday and Sunday. A sufficient number of people to operate your booth must be maintained at all times. Your booth must remain open until 5:00 p.m. Saturday and Sunday.
- Vandalia generates a large crowd. Please plan accordingly. Vendors must remain open during the hours of the event.



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- **PARKING:** Vendors will be given a parking pass that states where you are permitted to park any ice and meat trucks as well. Each vendor will be assigned one parking space. Please display the parking pass on the dashboard of your vehicle Saturday and Sunday. Resupply must be from the same location both days. Parking discussion and a diagram will be available at the mandatory food vendor meeting. **PARKING IS LIMITED.** Please be courteous to other vendors by unloading in a timely manner. After you have unloaded please move your vehicle as soon as possible to your assigned parking space. You are permitted to drive onto the sidewalk to unload; however, **DO NOT DRIVE ONTO MARBLED AREAS.** Unloading must be completed and sidewalk cleared by 10 a.m.
- You are responsible for your equipment and supplies. If you leave equipment and supplies in your booth overnight, the West Virginia Department of Tourism assumes no responsibility for lost or damaged equipment and supplies. All equipment such as refrigerators, grills, freezers etc. **MUST BE REMOVED** from the Capitol grounds **SUNDAY** after closing.
- All trash and hot embers from grills must be removed from your area before you leave Sunday. **FIRE EXTINGUISHERS ARE MANDATORY IF YOU ARE USING A GRILL!**
- No pre-packaged condiments may be used. Squirt bottles and/or pump containers are acceptable.
- **LOUD VOCAL ADVERTISING IS STRICTLY PROHIBITED.**
- Do not use any paper items, including napkins, cups, containers, etc. or signs in your booth with any type of logo imprint.
- Vendors may sell any non-alcoholic beverages.
- Proper attire is casual. Appropriate ethnic dress is acceptable, but please do not wear costumes.
- Commission for the Culture Center is 10% of the gross for both days. Make your check payable to the West Virginia Department of Tourism and mail to: Kara Hopkins, Culture Center, 1900 Kanawha Blvd., East, Building 9, Charleston, WV 25305.

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





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WEST VIRGINIA VANDALIA GATHERING FOOD VENDOR VEHICLE INFORMATION

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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):

