



## 2018 Craft and Garden Vendors

Please join us at the  
West Virginia Division of Culture and History  
for the annual Vandalia Gathering,  
Saturday, May 26, and Sunday, May 27, 2018

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.

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

### **DATES TO REMEMBER**

- March 2, 2018 Applications due (late applications will not be accepted)  
*If you are renting a Culture Center tent non-refundable fee is due with the application.*
- May 25, 2018 Load in and parking 6 p.m. – 9 p.m.
- May 26, 2018 Load in 8 a.m. – 10 a.m.  
Vending/Demonstrations 10:30 a.m. – 6 p.m.
- May 27, 2018 Load in 8 a.m.- 10 a.m.  
Vending/Demonstrations 10:30 a.m. – 5 p.m.
- June 29, 2018 15% commission is due to WVDCH

### **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 Division of Culture & History for \$75. The Division has 10 tents available on a first-come, first-served basis. **Rental fee is due with application on March 2, 2018.** Tent fee includes one 10' x 10' booth with white top and two weights. Vendors who rent our tents must supply sides and plastic for nightly cover up. If the tent you rent from the division is damaged by rain or wind, it cannot be replaced.
- One tent space is 10' x 10'; you may request up to a 20' x 20' space.
- There is a 15% commission fee of gross sales due to the division from all vendors, with check made payable to the WVDCH.

### **POLICY FOR ALL VENDORS IN THE CRAFT CIRCLE**

The Division of Culture and History is pleased to offer an opportunity for craft vendors to showcase their products. We believe demonstrations increase interest in the craft area. To participate in the Vandalia Gathering craft show all vendors must demonstrate their craft during the festival.

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If you need additional information, contact:

John Morrison at 304-558-0220, ext. 171, or by e-mail: [john.d.morrison@wv.gov](mailto:john.d.morrison@wv.gov)  
Bethany Cline at 304-558-0220, ext. 130, or by e-mail: [bethany.k.cline@wv.gov](mailto:bethany.k.cline@wv.gov)

Vendors may demonstrate in their own tent or a special demonstration tent. If you need electric or water to demonstrate, the demo tent will be equipped with electric and water and you will be scheduled a time slot. Vendors who use the demo tent are responsible for keeping their sales tent open during the time they are demonstrating. Vendors that do not actively demonstrate during the weekend will not be asked to return to Vandalia Gathering craft shows.

## **GENERAL INFORMATION**

- Water is limited to the outer circle and/or demo tents.
- Electricity is available only in the demo tents.
- 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 division'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.

## **SECURITY/PARKING**

24-hour security surveillance will begin Friday, May 25 at 5 p.m., and run through Sunday evening May 27. **The Division of 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 after 10:30 p.m. Camping is prohibited on the Capitol Complex.

## **SET-UP**

Vendors can begin setting up on Friday, May 25, at 6 p.m. **Do not arrive earlier than 6 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.

- **Friday, May 25, 2018**      **6 p.m. – 9 p.m. Load in and parking**
- **Saturday, May 26, 2018**      **8 a.m. – 10 a.m. Load in**  
   **10:30 a.m. – 6 p.m. Vending/Demonstrations**
- **Sunday, May 27, 2018**      **8 a.m. – 10 a.m. Load in**  
   **10:30 a.m. – 5 p.m. Vending/Demonstrations**  
   **5:30 p.m. – 8 p.m. Load out**



# Craft Vendor Application

**APPLICATIONS ARE DUE MARCH 2, 2018**

Late applications will not be accepted

*Vandalia Gathering May 26 - 27, 2018 • State Capitol grounds outside of the Culture Center*

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone # (Daytime) \_\_\_\_\_ Telephone # (Evening) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Craft Medium: \_\_\_\_\_

## CHECK THE APPROPRIATE BOX

A.  I will use my own white tent with white top and sides.

I need to rent a division tent (white top, two weights, no sides) at \$75 per tent. Rental fee is due with this application. Tents are available on a first-come, first-serve basis. Division tents damaged during the festival cannot be replaced. Check made payable to WVDCH.

B. Fee: For all vendors: The Division of Culture and History will receive a 15% commission on the gross sales for both days by June 29, 2018.

Tent rental fee is \$75. Check due with this application, made payable to The State of WV.

C. How much space do you need? Do not say "same as last year." \_\_\_\_\_

D. Does vendor need to be scheduled in demo tent? Yes  No

In demo tent only, does vendor need?  Electric (please state in amperages) \_\_\_\_\_

Water (water will be supplied in large buckets)

Preferred time both days to demonstrate.

E. Vendors must demo both days of the festival, either in their own tents or in the demo tent.

Vendor has read and agrees to abide by the guidelines included in this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: If filling out this form electronically, save and rename file when completed.***

Food Vendor applications are due March 2, 2018

Attn: John Morrison, 1900 Kanawha Blvd. E., Charleston, WV 25305-0300

or e-mail: **John.d.morrison@wv.gov**