



2019 Artisan and Garden Vendors

Please join us at the
West Virginia Department of Arts, Culture and History
for the annual Vandalia Gathering
Saturday, May 25 and Sunday, May 26, 2019

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 artisan booths and demonstrations, traditional heritage dancing, concerts and a flat foot/square dance.

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 demonstrate and sell on both days.

DATES TO REMEMBER

- March 8, 2019 Applications due (late applications will not be accepted)
Non-refundable tent rental fee is due if renting one of our tents.
- May 24, 2019 Load in and parking 5:30 p.m. – 8:00 p.m.
- May 25, 2019 Load in 8:00 am – 10:00 a.m.
Vending/Demonstrations 10:30 a.m. – 6:00 p.m.
- May 26, 2019 Load in 8:00 a.m.- 10:00 a.m.
Vending/Demonstrations 10:30 a.m. – 5:00 p.m.
- June 28, 2019 15% 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 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 on March 8, 2019.** 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 department is damaged by rain or wind, it cannot be replaced.
- One tent space is 10x10; you may request up to a 20x20 space.
- There is a 15% commission fee of gross sales due to the department from all vendors by June 28, 2019, with check made payable to the WVDCH.

SECURITY/PARKING

24-hour security surveillance will begin Friday, May 24 at 5 p.m., and run through Sunday evening May 26. 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 after 10:30 p.m. Camping is prohibited on the Capitol Complex.

If you need additional information, contact:

Adam Jones at 304-558-0220, ext. 171, or by e-mail: adam.c.jones@wv.gov

POLICY FOR ALL VENDORS IN THE ARTISAN ALLEY

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 must demonstrate their art during the festival. 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 artisan show.

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 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, May 24, at 5:30 p.m. **Do not arrive earlier than 5:30 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 24, 2019** **5:30 p.m.-8:00 p.m. Load in and parking**
- **Saturday, May 25, 2019** **8:00 a.m. -10:00 a.m. Load in**
 10:30 a.m.-6:00 p.m. Vending/Demonstrations
- **Sunday, May 26, 2019** **8:00 a.m. - 10:00 a.m. Load in**
 10:30 a.m.-5:00 p.m. Vending/Demonstrations
 5:30 p.m.-8:00 p.m. Load out

Sincerely,

Adam C. Jones
Cultural Programs Manager

If you need additional information, contact:
Adam Jones at 304-558-0220, ext. 171, or by e-mail: adam.c.jones@wv.gov



Artisan/Garden Vendor Application

Applications are Due March 8, 2019

Late Applications WILL NOT Be Accepted

Company Name: _____

Contact Person(s): _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email 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 (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. Department tents damaged during the festival cannot be replaced. **Check made payable to WVDCH.**

B. **Fee:** For all vendors: The Department of Arts, Culture and History will receive a 15% commission on the gross sales for both days by June 28, 2019. **(Failure to pay will remove chances for future festivals.)**

C. Tent rental fee is \$75. Check due with this application, made payable to WVDCH.

D. How much space do you need? _____ Do not say the "same as last year." _____

E. Vendors should demo, if possible, at their booth both days of the festival.

F. TENT NEEDS (Specify number of outlets/wattages, needs, etc.) (Shade Cannot Be Guaranteed)

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.

Artisan/Garden Vendor applications are due March 8, 2019
Attn: Adam C. Jones, 1900 Kanawha Blvd. E., Charleston, WV 25305-0300
or e-mail: Adam.C.Jones@wv.gov