

# 4th Annual Cupcake Festival

## Vendor Registration Form

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Saturday, August 26, 2017 \* Pumpkin Park \* 11:00 am – 5:00 pm

Vendor's Name \_\_\_\_\_

What will you be showing/selling \_\_\_\_\_

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Vendor set up times will be between 9:00 am – 10:30 am

Cost of vendor space is: \_\_\_\_\$50 for food and cupcake vendors (i.e. food trucks, catering businesses, cupcake vendors, etc)  
\_\_\_\_\$40 for indoor space for craft, direct sales, information vendors )i.e. Thirty-One, handmade crafts, etc)  
\_\_\_\_\$30 for craft, direct sales, information vendors (i.e. Thirty-One, handmade crafts, etc)

Deadline to register for a space is Friday, August 11, 2017.

All direct sales vendors and cupcake vendors that participated in our 2016 Festival will be contacted with first opportunity to reserve the space for this year. They will have a deadline of April 30, 2017 to submit application and fee to reserve a space. If he/she does not reserve the space by this deadline, the space for that direct sales company will become available on a first come, first serve basis. Once a vendor notifies us of his/her interest in a space, he/she will have one week to submit registration form and fee. After one week, that space opens to the next in line for that direct sales company. Only one vendor per company is accepted for the event; only exception will be LulaRoe, we will allow a maximum of 3 LulaRoe vendors due to product of each vendor varies.

Cupcake vendors have priority to insides spaces with a limited number of spaces available for any other vendors. Returning vendors will have first opportunity at these spaces, but may opt out of them. **DEADLINE FOR RETURNING VENDORS TO CLAIM THESE SPACES IS APRIL 30, 2017.** Beginning May 1, the spaces will become available on a first come, first serve basis with

At this time we are limited to space for 12 cupcake vendors. The cupcake vendors from our 2016 Festival will be contacted with first opportunity to reserve the space for this year. They also will have a deadline of April 30, 2017 to submit applications and fee to reserve a space. If he/she does not reserve the space by this deadline, the space(s) will become available on a first come/first serve basis. Once we receive applications and payment, that space will be reserved for that person. Once the 12 spaces are filled, we will notify everyone via a Facebook post. If more become available, it will be posted on our Facebook Page. **ALL CUPCAKE VENDORS ARE REQUIRED TO HAVE A MINIMUM OF 600 CUPCAKES AVAILABLE AT THE FESTIVAL.** We have set this minimum due to demand at the festival and to ensure a successful event. Cupcake vendors are also required to price the cupcakes at a minimum of \$2 each. If any vendor wishes to bring more product or price his/her cupcakes at a higher price, he/she may do so. During the final 2 hours of the event, anyone wishing to reduce the price to ensure sell through may do so, but only beginning at 3 pm. If the number of cupcake vendors

is increased, the minimum quantity required may be reduced. WE ARE NOT RESPONSIBLE FOR ANY PRODUCT THAT IS NOT SOLD.

Food trucks, catering businesses, and or any food vendors are required to provide a copy of the certification from the health department stating that it meets any requirements to sell food to the public. Cupcake vendors must submit an additional form with your application and fee to us. The link to the form can be found on our Facebook page and also our website.

All vendors must provide any tables, canopies, chairs, or any other supplies needed.

Vendors take full responsibility to any damages or loss of any of his/her merchandise, supplies, and/or personal belongings.

In signing this application, VENDORS AGREE TO STAY THE ENTIREITY OF THE FESTIVAL.

THE FESTIVAL IS A RAIN OR SHINE EVENT. Registration fees are NON-REFUNDABLE if the vendor decides to cancel. However, if the event is cancelled for any reason, registration fees will be refunded.

I UNDERSTAND AND ACCEPT THE RULES AND REGULATIONS LISTED ABOVE. I WILL ALSO ALLOW MY PHOTOGRAPH AND NAME TO POTENTIALLY BE USED IN PUBLICATIONS OR SOCIAL MEDIA AS A RESULT OF THIS EVENT.

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

Mail Form & Payment To: Rita Skeens \* 71 Saratoga Lane \* Hurricane, WV \* 25526  
Make Check or Money Order Payable to: Rita Skeens/Children's Miracle Network

[wvcupcakefestival.com](http://wvcupcakefestival.com)

\*\*\*\*\* Additional Opportunity to Ensure Your Booth is Visited\*\*\*\*\*

We will be handing out 'Bingo Cards' to attendees to encourage them to visit all booths. To be included on the cards, vendor must agree to donate an item valued at \$15 or more. The items can be brought the day of the festival. The gifts/items will be used in gift baskets that will be given away in a drawing from the cards that have been turned in. There will be different baskets of different values. Cards with the most squares marked will be given the higher value basket. Decreasing number of squares will be given to decreasing valued baskets.

Please check and sign below if you would like to be included on the sheets. Gift/item donation is required to be part of this and by signing you are agreeing to the donation of an item valued at \$15 or more that will be collected upon check-in the day of the festival.

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