

West Virginia Pumpkin Festival

One Pumpkin Way

PO Box 358

Milton, WV 25541

www.wvpumpkinpark.com

Business/Commercial Booth Rental Agreement Rules and Regulations

Thursday, October 4th through Sunday, October 7th, 2018

9AM to 9PM Thursday through Saturday and 9AM to 6PM on Sunday

Set-up: Wednesday, October 3rd.

Removal: All exhibits must be removed from the property no later than 5PM

Monday, October 8th.

- Space allocation will be done in a manner which achieves the most effective operating results.
- An exhibitor may not share or sublet their space.
- No SOLICITATION FOR BUSINESS shall be permitted outside of exhibitor's space. Samples, catalogs, publications, etc. may only be distributed within the confines of the exhibitor's space.
- The dissemination of political signs is permissible only within your designated area. However, the dissemination of the metal spiked stands which are affixed to such are not permissible as they are a safety hazard.
- All amplifying systems must be pre-approved by Festival management. Soliciting for business over amplifying system is strictly prohibited.
- All packing containers and similar materials are to be removed from the exhibit area by exhibitors upon completion of set-up.
- Do not use the trash cans for large or bulky items. These types of items should be taken to one of the dumpsters provided.
- The sale, possession, or use of any intoxicating substance or beverage is strictly prohibited. Violators will be removed from the premises and subject to prosecution.
- The sale, possession, or display of any firearm and/or ammunition, fireworks, or any other items which may cause bodily harm is strictly prohibited.
- The sale, possession, or display of pornographic or sexually explicit materials is strictly prohibited.
- TOYS with projectiles (including, but not limited to bows, arrows, sling shots, pop guns, and the like) must be shrink wrapped and carry a warning tag, provided by the WVPF, and purchaser instructed that the item(s) cannot be opened while on park grounds. The exhibitor must notify Festival management of how many labels they require at the time their application for space.
- Exhibitors are to sell only those products approved by the WV Pumpkin Festival management and management reserves the right to approve/disapprove products following registration and set up.
- All exhibits are to be fully opened by 9AM each morning and remain fully open until 9PM each evening, 6PM on Sunday.
- Each exhibitor receives two 4 day passes. Additional passes may be purchased from the park office for \$6.00 each (1-day pass). Passes may only be used by booth workers.
- All trailers or other exhibit structures must be on grounds and ready for placement by noon on Wednesday.
- If an exhibitor fails to occupy the contracted space by 7 am on Thursday, October 4th, 2018, Festival management reserves the right to use that space as they see fit. No refund of fees will be made.
- No refunds will be made for contracts cancelled after September 1st.
- The exhibitor agrees to keep an attendant in their allotted booth during all hours of the Festival operations.

- **No exhibit may be dismantled before 6:01 PM Sunday, October 7th.** Nor may any part of the exhibit or equipment be removed once it is in place. There will be a fine of \$100.00 if you are caught packing up before 6:01 PM on Sunday. If you don't pay the fine you will not be invited back the next year.
- Exhibitor's vehicles must be moved off the grounds to their designated parking area no later than 8 am each morning and remain parked during the posted operating hours. No vehicles will be allowed on the grounds for loading until at least 6:30 pm on Sunday. The Festival management will give the all clear call once all patrons have exited the grounds.
- The use of any motorized vehicle by exhibitors is strictly prohibited during operating hours.
- Limited power supply (20 amp or less, one per booth) is available for light duty plug ins only. Exhibitor is to supply extension cords (we suggest a minimum of 50 ft) meeting "National Electric Code" standard. Any cord(s) deemed as unsafe by Festival management will be taken out of service immediately.
- The use of electric heaters, microwaves, or coffee pots is strictly prohibited.
- It is the vendor's responsibility to indicate in the attached application their electrical needs. This is very important in the booth assignments and failure to do so could result in inadequate electrical service to your booth.
- **Any exhibitor who has food for sale, prepared on site must contact the concessions committee at 304-743-8774 for a space.**
- Only the WV Pumpkin Festival designated personnel will be permitted to access electrical boxes.
- No smoking, vaping or tobacco use is permitted under tents or inside of buildings.
- One parking pass per vendor contract will be provided and the vehicle shall be parked within the designated parking area. Any vehicles, including trailers parked in a reserved parking without the correct parking pass or without a pass will be towed without notice to the owner and at the owner's and expense.
- All exhibitors, must remain within their designated space **at all times**. This includes all of your set up, merchandise, register, seating and anything else. If you have a 10' X 10' space, you and your exhibit must be contained with that allotted space. **There are no exceptions!**
- WV Pumpkin Festival Management will have final say in any matter requiring arbitration.
- **We will not tolerate any vendor being abusive, disruptive, or difficult toward any event management, other vendors or guests. If in the opinion of event management, you have violated these conditions, your booth will be closed and tarped for the remainder of the day and will be removed at the close of business that day without recourse or refund.**
- Festival management will allocate and assign spaces according to the determination of what best serves the needs of the Festival.
- Festival management will accept vendors according to what they feel is best for the Festival.

****** NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 1, 2018. ******

I, _____ have fully read and understand these rules and regulations. I acknowledge that the rules and regulations are not limited to those listed, however these are the ones brought to question most. I have retained a copy of these rules and regulations for my records.

Signature: _____ Date: _____