

**MID-OHIO VALLEY MULTI-CULTURAL FESTIVAL**  
**2019 RULES & REGULATIONS FOR VENDORS/EXHIBITORS/CRAFTERS**

**Event Location, Dates and Hours:**

- Location is Parkersburg City Park, 1920 Park Ave. Parkersburg, WV 26102
- Dates are June 21-23, 2019
- Your exhibit must be open during the scheduled Festival hours: Friday 6:00 PM to 10:00PM, Saturday 11:00 AM to 10:00 PM, Sunday 12:00 Noon to 6:00 PM

**Exhibit Space and Fees:**

- Vendor/Exhibitor fee is: \$115.00
- Two types of exhibit/vendor spaces are available:
  - 10' W x 10' D area where vendor provides his/her own canopy/tent/booth. Tents and canopies must be double staked.
  - 10' W x 10' D space in one of the large tents provided by the Festival (Space permitting)
- All spaces will be assigned at the discretion of the MOVCMCF Committee. No spaces may be sublet or exchanged.
- If your exhibit extends past your allotted space, you will be charged for an additional space for the additional 10-ft. frontage.
- If selected to participate, you will be sent a request for payment. If payment is not submitted by deadline, a fee of \$20 will be assessed, participation will be based on space permitting.
- No refund will be given to vendors/exhibitors who cancel.

**Guidelines:**

- New vendors/exhibitors must provide a photo of items to be sold and a photo of their booth display. This is not a juried show but the MOVCMCF Committee must approve your participation in the Festival. Registration fee paid by a vendor/exhibitor who is not approved will be refunded.
- This is a family event. Items offered for sale should be respectful of all cultures and people. The Festival Committee reserves the right to restrict displays which, because of noise, methods of operation, materials or for any reason, become objectionable, and to prohibit or remove any displays which, in the opinion of the Festival Committee, detract from the general character of the Festival. Vendors are not permitted to sell any fireworks. No silly string, snap pops or stink bombs may be sold or dispensed at the Festival.
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.

**Set-up Access and Times:**

- Vendors/exhibitors must check-in with the Festival Committee at the vendor check-in tent.
- Exhibit set-up is the sole responsibility of the vendor/exhibitor.
- Vendors/exhibitors must provide their own tables, chairs, tents and lights (except in large festival tents), extension cords, covers, etc. The festival will provide electrical power.
- This is an outdoor event and sometimes it rains, so be prepared.
- Set-up may begin Friday of the event after 9:00AM.
- You must be ready for business by Friday of the event at 5:00PM.
- ALL VEHICLES MUST BE REMOVED FROM THE FESTIVAL AREA BY 4:00PM

**Tear-down and Times:**

- No exhibit may be dismantled or removed before Sunday 6:00PM on the weekend of the event.
- VEHICLES ARE NOT PERMITTED ON FESTIVAL GROUNDS UNTIL LAST STAGE ACT HAS FINISHED PERFORMING. This has been a problem in the past and will be strictly enforced for the safety of the concessionaires, vendors, and festival attendees.

**Security:**

- The Festival provides security after festival hours; however, the Festival assumes no liability for exhibitor's/vendor's property at any time before, during or after the Festival.

**Taxes and insurance:**

- Vendors are responsible for consumer sales tax to the West Virginia Tax Commission.
- Any sales tax collections and remittances are the sole responsibility of the vendor/exhibitor.
- Vendors/exhibitors are responsible for their own general liability and product liability insurance.

PLEASE COMPLETE THE APPLICATION: <http://www.movmcf.org/participate.html>

SUBMITTING AN APPLICATION DOES NOT GUARANTEE YOU WILL BE SELECTED AS A VENDOR.  
***IF YOU ARE SELECTED FOR PARTICIPATION IN THE EVENT, YOU WILL BE NOTIFIED. AT WHICH POINT, YOU WILL BE REQUIRED TO SUBMIT PAYMENT.***

Questions? Email: [MOVCMCF@gmail.com](mailto:MOVCMCF@gmail.com) or Call: (304)482-7790