



Multicultural Festival of West Virginia, Inc.
Multifest 30
30TH Anniversary Year

Welcome Concessioners!!!!

*On behalf of the Board of Directors, we would like to take this opportunity to invite you to be a part of history in the City of Charleston and the State of WV. **MULTIFEST WILL BE CELEBRATING OUR 30TH ANNIVERSARY YEAR, AUGUST 2 – 4, 2019.** We are the largest and longest running diversity festival in the State of WV that seeks to enrich the lives of those we serve through our sponsors and vendors by providing a venue to celebrate diversity for all citizens through art, music, education, cultural programs and cuisine.*

*Charleston's Newest Female Mayor, Multifest's Board of Directors, Sponsors, and Patrons are very pleased with the growth of this festival in reaching such a great milestone. The Multifest Board of Directors envisions nothing but great things for the Festival's future, with the help and support of our concessions. We are all excited about the upcoming 2019 Festival on the Levee at Haddad Riverfront Park **August 2-4, 2019.** We are looking forward to interacting with all of you and many new concessions that are joining us for our **30th Anniversary Celebrating Diversity in West Virginia.** Thank you in advance for wanting to be a part of Multifest 30.*

Please find all the pertinent information that is needed to become a vendor, which includes deadline dates, requirements, and fees. Feel free to reach out if you have any questions or concerns.

Welcome!!!

Tamara Eubanks,

**Tamara Eubanks,
Executive Director
304.545.8928**

Dallas Staples,

**Dallas Staples,
President**



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Welcome Arts & Crafts Concessions:

We are delighted with your interests in participating at **MULTIFEST 30**. Please complete the enclosed application form and read the guidelines. As you know, **2019** will mark our **30th MULTICULTURAL FESTIVAL**. We expect 50,000+ people to attend the festival throughout the weekend.

Please read all information in this MULTIFEST 2019 application very closely:

FESTIVAL DATE/LOCATION:

WHEN: Friday, August 2nd through Sunday, August 4th, 2019

LOCATION: Haddad Riverfront Park (700 Kanawha Blvd East, Charleston, WV 25301)

VENDOR FEES FOR ARTS AND CRAFTS CATEGORY:

\$325 – Initial One Space (10 x 10) AND NOT TO EXCEED

ALL FEES ARE NON-REFUNDABLE!!!!

\$175 – For Each Additional 10 x 10 Space

NO CHARGE FOR NON-REMOVABLE TRAILER HITCH!

All fees are due (**POSTMARKED**) by **June 15, 2019**. Fees postmarked after which, will incur a \$25 late fee.

ABSOLUTELY no fees accepted after **July 15th, 2019** and **NO FEES WILL BE ACCEPTED ON SITE.**

VENDOR SPACE:

IMPORTANT NOTICE:

- + ALL VENDOR SPACE IS MARKED OFF AS 10 x 10.** You cannot go over this spacing **AND** you **cannot** use the sidewalk as part of your set-up. This sidewalk area **must be kept clear for safe passage** of Festival attendees.
- + If you go over the designated 10 x 10 space, you will be charged for an additional 10 x 10 space, but at a lower cost. What spacing you pay for is the spacing you will receive. NO EXCEPTIONS!!!**
- + We, at Multifest, suggest purchasing a 10 X 10 pop-up tent, which will give you the exact measuring space. We must be fair to everyone that pay for proper spacing; therefore, please come prepared accordingly.**
- + All spaces are first come, first serve which means, you will be added to the map, once we receive your application and appropriate fee.**

VENDOR HOURS:

Friday, August 2, 2019	3 PM – 10:30 PM (closing promptly for Street Cleaning)
Saturday, August 3, 2019	12 Noon – 11 PM (closing promptly for Street Cleaning)
Sunday, August 4, 2019	12 Noon – 9 PM

****Note:** All Vendors must be packed up, area cleaned and off the boulevard by 11 PM on Sunday for the cleaning crew to sweep the streets; Per City of Charleston. **NO EXCEPTIONS!!!!**

PAYMENT/MAILING INFORMATION:

All payments must be in the form of a **Cashier's Check OR Money Order** made payable to **West Virginia Multifest**.

The application package (application and form of payment) must be mailed together along with proof of business insurance (**PER CITY OF CHARLESTON**) to the following address:

MULTIFEST CONCESSIONS
C/O Gray, Griffith and Mays, CPAs
707 Virginia Street, East, Suite 400
Charleston, WV 25301

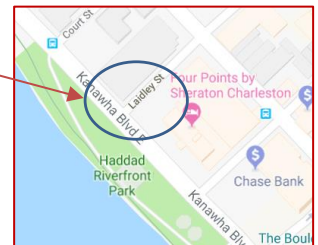
****Note:** Absolutely no fees will be accepted at check-in. **YOU WILL BE TURNED AWAY!!!** Multifest will return all applications that does not include the fee and proof of insurance or if received after the deadline.

CHECK-IN AND GUIDELINES FOR ARTS & CRAFT VENDORS ONLY!!!



Check-In Date: Friday, August 2, 2019
TIME: 10:30 AM to 11:30 AM **NOT ANY EARLIER!!!!**

- + ALL Vendors must check in before setting up at the **Multifest Vendor/Information Booth** located at the corner of Laidley Street and Kanawha Blvd.
- + A Multifest Volunteer will lead you to the space that is reserved for you.
- + Depending on your needs, the City will play a major role in placing our vendors;
 - o particularly for electrical needs.
- + Multifest will have overnight Security, but we will not be responsible for **ANY** lost or stolen items left overnight
- + **ABSOLUTELY NO FEES** will be accepted at the time of check-in.
- + **ABSOLUTELY NO CHECK-INS** on Saturday, August 3, 2019.
 - o **ALL VENDORS MUST CHECK IN ON FRIDAY, AUGUST 2, 2019**
- + All Vendors are responsible for keeping their area and surrounding areas clean, neat and safe.
- + Please be aware that **NO PERSONAL VEHICLES** will be permitted on the Boulevard after **2 PM on Friday afternoon AND Saturday afternoon.**
- + Once you unload, we ask that you immediately remove your vehicle from the Boulevard to give space for others unloading and setting up after you.
- + **WARNING!!!!:**
 - o **ABSOLUTELY NO** Alcoholic beverages sold or permitted during festival time.
 - o **ABSOLUTELY NO** Illegal Drugs or dangerous materials are to be sold at any time during the festival.
- + **CONCESSIONERS MUST SUPPLY YOUR OWN:**
 - o Cords to access electric power (**NO HOUSE HOLD EXTENTION CORD**)
 - **SEE ELECTRICAL REQUIREMENTS BELOW**



- Portable light source (if needed after dark)
- Tent covering, chairs, tables, table cloths and other display items for your space
- The City **DOES NOT** have water supply for concessioners. **YOU MUST SUPPLY YOUR OWN.**

****Note: PLEASE BE ON TIME FOR CHECK-IN. ABSOLUTELY NO EARLY CHECK-IN!** Please be patient. All vendors have an assigned space.

ELECTRICAL REQUIREMENTS:

IMPORTANT NOTICE: Electric Power is supplied by the City. You must provide your specific requirements including the number of amps needed on the application, so the City of Charleston Electrician will know how to wire your space for electricity. **IT IS VERY IMPORTANT THAT YOU HAVE THE EXACT ELECTRICAL NEEDS LISTED. LIST ALL THE EQUIPMENT YOU ARE HOOKING UP AND AMPS NEEDED FOR EACH PIECE OF EQUIPMENT.**

- ✚ **NO HOUSE-HOLD EQUIPMENT and NO HOUSE-HOLD EXTENTION CORDS.**
- ✚ We cannot stress how important accuracy of the amount of amps and equipment using needs to be on the application.
- ✚ If you fail to do so, this could result in you not being able to set up **AND VENDOR FEES WILL NOT BE RETURNED!**
- ✚ If you do not comply with the requirements and have several power outages during the festival due to lack of compliance, this will also result in you being shut-down by the City.
- ✚ The use of amps beyond what is specified on your application and what you have specified is subject to extra charges.
 - Charges might include the rental cost of an industrial generator.
- ✚ **Concessioners Responsibility**
 - You must supply own cords to fit the following receptacles:
 - 110V – Household receptacles
 - **ALL VENDORS** must use the **HEAVY DUTY 3** Prong Orange grounded cords no less than 100 feet
 - **ABSOLUTELY NO** household extension cords. **YOU WILL BE DENIED ELECTRICITY!!!**
 - Leviton 20 AMP NEMA L21-20 Y GRDG 4 Prong 120-208V Receptacle
 - Leviton 6939 125/250V 50 Amp 3p 4W Receptacle

WARNING
HAZARD NOTICE:

YOU MUST HAVE PLYWOOD DOWN IN YOUR CONCESSION AREA AND UNDER YOUR EQUIPMENT IF YOU ARE USING ANY TYPE OF GREASE OIL OR ANYTHING THAT MIGHT STAIN THE CONCRETE OR IS AN ENVIRONMENTAL HAZARD. IF YOU DO NOT COMPLY WITH THIS NOTICE, IT COULD RESULT IN A FINE FROM THE CITY!

CONTACT INFORMATION:

If you have any questions or concerns, please feel free to reach out to one of the following:

Tamara Eubanks, Executive Director
(Cell) 304.545.8928
(Email) Multifestwva.vendors@gmail.com

Lenora Horton
304.382.9734



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ARTS & CRAFTS ONLY

VENDOR APPLICATION

(Please enclose a copy of your insurance certificate with application – CITY REQUIREMENT)

All fees due by June 15, 2019 *** LATE FEE by July 15th

(PLEASE PRINT)

NAME OF BUSINESS ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PRIMARY PHONE: _____ EMAIL: _____

Number of Booth Spaces:

First Booth: (\$325) _____ Additional Space _____ @ \$175 = _____

Amount Enclosed: _____ Cashier's Check OR Money Order (circle one)

All fees are due **(POSTMARKED)** by **June 15, 2019**. Fees postmarked after which, will incur a \$25 late fee.

ABSOLUTELY no fees accepted after July 15th, 2019 and NO FEES WILL BE ACCEPTED ON SITE.

PLEASE LIST ALL ITEMS TO BE SOLD: _____

PLEASE LIST ALL ELECTRICAL APPLIANCES: (including watts/amps usage of each)

<u>ELECTRICAL ITEMS</u>	<u>WATTS/AMPS</u>

STATEMENT OF AGREEMENT

We hereby submit this application to operate as a concessionaire during the 2019 West Virginia Multifest. We have read and agree to the fees established. We will comply with all applied laws and rules. We agree to indemnify and hold harmless the Multifest Commission of West Virginia from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of any participation on or for the festival. We are aware that Multifest reserves the right to reject/prohibit the sale of any merchandise or food item at any time during the event. We also understand that this is an outdoor festival with no control of the weather, therefore **NO FEES WILL BE RETURNED** if there is a no-show or if the weather is not suitable for you.

Signature

Date

Please mail this application with your full payment (*certified check or money order*) & insurance info to:

West Virginia MULTIFEST
c/o Gray, Griffith & Mays, CPAs
707 Virginia Street E., Suite 400
Charleston, WV 25301

ARTS & CRAFTS VENDOR APPLICATION ONLY



CONCESSIONS LODGING

The Holiday Inn Express Charleston Civic Center



It was a pleasure lodging your MultiFest guest this year. We're looking forward to continuing our partnership. To keep it simple, we've already set up a MultiFest group block for next year and kept the rate and everything the same. Please feel free to share this information on your Web site or with anyone traveling to Charleston for your event. Below you'll find lodging info for the 2019 MultiFest. The booking link makes it easier for guests to book online. If there's anything we can do to help make your event more successful, please let me know.

Group Block: MultiFest
Group Code: MLF
Book By: July 15 – while rooms are still available at this special rate
Group Rate: \$89.00 – includes hot-buffet breakfast, ground-level parking, and high-speed Internet
Call: [855.729.5133](tel:855.729.5133)
Or click here [Click Here to Make a Reservation](#)

The Holiday Inn Express Charleston Civic Center offers the best value and the most convenience. Most importantly, we have **LOCATION-LOCATION-LOCATION**. We are adjacent to the Civic Center; across from the mall; and within walking distance of more than 30 restaurants. No need for guests to rent a car, our complimentary shuttle is available 24-hours-a-day for runs to the airport, in the downtown area and to the Festival site.

During their stay guests enjoy:

- ✚ ***Complimentary Express Start hot buffet breakfast*** featuring our Quickstart Pancake Station along with our world famous Cinnamon Rolls
- ✚ *Complimentary high-speed, wireless Internet*
- ✚ ***Convenient location, adjacent to the Civic Center and the Town Center Mall***
- ✚ *One to two blocks away from over 30 restaurants and pubs.*
- ✚ *In room coffeemakers, full size irons and boards, hairdryers, telephones with voicemail and data ports*
- ✚ *Flat screen, HD TV and internet access*
- ✚ *On site fitness center*
- ✚ *Complimentary airport shuttle service including shuttle service in the downtown area*
- ✚ ***Complimentary, spacious LIGHTED outdoor parking for all overnight hotel guests***

Thank you for choosing our hotel,

Julie Caldwell/Kim Brown

Director of Sales

Holiday Inn Express Charleston Civic Center

100 Civic Center Drive

Charleston, WV 25301

Direct Line: [304.345.0600](tel:304.345.0600) ext. 139

Fax: [304.343.1322](tel:304.343.1322)

Jcaldwell@ShanerCorp.com kbrown1@shanercorp.com

