

2011 CAPON BRIDGE FOUNDERS' DAY FESTIVAL

Dear Participant:

Plans are now underway for the 2011 Capon Bridge Founders' Day Festival (Festival).

APPLICATION PROCESS: Please complete and return the enclosed Business Application to reserve your space at the 2011 Festival. A return envelope is enclosed for your convenience. The deadline to reserve your space is **AUGUST 28, 2011**. Upon receipt of your application, a notice will be sent to you confirming your reservation. A packet of information with all necessary passes and permits will be sent to you one month prior to the Festival.

NOTE: **ALL organizations must submit an application.**

SET-UP INFORMATION: Business vendors may set-up Friday, September 23rd between the hours of 1:00 - 5:00 PM and may be "open for business" during the Friday night event, 7:00 - 9:00 PM. Set-up Saturday morning must be done between 7:00 - 9:00 AM. Set-up must be completed by 9:30 AM. Please note the following:

- Business vendor vehicles are permitted only in the designated area unless previous arrangements are made with the Business Expo Coordinator.
- Business vendors are required to furnish any necessary tables, chairs, canopies, or other display equipment.

GENERAL INFORMATION:

- Festival website www.cbfoundersdayfestival.com
- No alcohol, drugs, or inappropriate behavior will be tolerated.
- No pets are permitted on Festival grounds.
- Business vendors who sell are responsible for collecting and submitting all state taxes.

SECURITY: There is no Festival provided security Friday evening; business vendors are responsible for the security and protection of their own property. Festival provided security will be on-site Saturday night.

FEES: See rates on attached Business Application.

LIABILITY WAIVER: The Founders' Day Festival Committee, Capon Bridge Ruritan Club, Town of Capon Bridge, Hampshire County Officials, Hampshire County Convention & Tourism Bureau, local businesses or property owners are not responsible for any losses, damage or injury that may occur to persons, equipment, or property prior to, during or after this Festival.

QUESTIONS or COMMENTS: Please contact me at (home) 304-856-1133, (mobile) 703-354-9337, or e-mail betty.dixon@me.com.

BETTY DIXON
Business Expo Coordinator

2 Encls: 1. Application Form
2. Addressed Return Envelope

**CAPON BRIDGE FOUNDERS' DAY FESTIVAL
BUSINESS APPLICATION**

SATURDAY, SEPTEMBER 24, 2011
10:00 AM - 7:00 PM

SUNDAY, SEPTEMBER 25, 2011
9:00 AM - 4:00 PM

Name of Organization _____

Street address or PO Box _____

City _____ State _____ Zip _____

Contact name (please print) _____

Contact's phone _____ Contact's email _____

Briefly describe your products or services _____

Select the following that apply to your application:

- Not for Profit status (Business license is **not** required by Not for Profit organizations)
- Marketing and/or advertising ONLY (Business license is **not** required if not selling)
- Selling or taking orders for products, goods, or services at booth (See Fees below)
- Two-day participation OR Saturday only Sunday only

Space/Location Information: Standard space is 12 feet by 15 feet

Number of spaces needed _____ Electricity required Yes No (See Fees below)

Describe power requirements or purpose for power _____

Prefer to be located in: Business Expo Crafts Expo Home Builders/Improvement area

Special requirement _____ (We will try to accommodate preferences)

Special physical or handicap needs _____ or N/A

Fees:

- Require a town license to sell from booth (Not required if business has current license; new license is valid only for the days of this Festival. Festival committee will process paperwork.) \$ 10.00
 - Booth fee is \$20.00 **each day** for **each space** \$ _____
 - Electric fee is \$5.00 **each day** for *each space* \$ _____
- Total enclosed \$ _____

Make check payable to "**Capon Bridge Founders' Day Fund**" and enclose with application.

Caution: Fees are **not refundable** once your application is confirmed by the Festival Committee.

I have read, understand, and agree to comply with all requirements of the Founders' Day Festival Committee.

Business Representative's Signature _____ Date _____ Printed Name _____

Return application to:

Betty Dixon
PO Box 668
Capon Bridge WV 26711

APPLICATION DEADLINE IS AUGUST 28, 2011

QUESTIONS? Call 304-856-1133

----- Festival Use Only -----

Date received _____ Space(s) assigned _____ Amount received _____

Date confirmation mailed or e-mailed _____