

Parchment Valley Conference Center
Christmas in the Valley 2011
Saturday December 3, 2011 ~ 9:00 a.m. - 4:00 p.m.

Craft and Vendor Application

Crafter/Vendor Name _____

Business Name _____

Address _____ City _____ State/Zip _____

Phone _____ Cell Phone _____

Email _____

How did you hear of this event? _____

List of Products: _____

Booth / Set Up Requirements (All booths are 10' X 10')

Non-electric - \$35 each Electric - \$45 each

Non-electric (# of booths) _____ x \$35.00

Electric (# of booths) _____ x \$45.00

Total Amount Enclosed \$ _____

If you request electricity with multiple spaces, you will be charged for electricity per space. We will not charge commission. Collection and reporting of sales tax is your responsibility. **No refund will be given to exhibitors or vendors who cancel.**

The Greenlee Activities Building will be locked up for the night of December 2nd. The Parchment Valley Conference Center and the West Virginia Baptist Convention will not be held responsible for damage or theft.

Please mail completed application to: Ginny Prunty, PO Box 1019, Parkersburg, WV 26102

Space rental fee must accompany the signed contract.

Applications must be received by December 1, 2011

By my signature, I certify that _____ and its representative(s)

Name of crafter/vendor/business

agree to abide by the rules and regulations developed by the Parchment Valley Christmas In the Valley Committee as outlined on the following page. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund.

Signature of vendor or group representative

Date

Christmas in the Valley Rules and Regulations

1. The following are STRICTLY PROHIBITED from being sold, given away or offering information regarding: fireworks, knives, num-chucks, obscene materials, body piercing, tattoos, throwing stars, string spray, drug related items, alcoholic beverages, open flames, sale or donation of live animals, gambling, weapons of any kind including toy weapons and pets of any kind. The Parchment Valley Christmas In the Valley Committee reserves the right to reject the application from any vendor offering unsuitable merchandise (items promoting the use of alcohol, drugs, firearms, etc.) or that which is inappropriate for viewing of young children. We are not allowing "flea market" type displays or second hand items.
2. In the event you cancel your participation, no refund will be given. No refunds due to inclement weather.
3. No vendor is granted any type of exclusive rights for items they are selling.
4. Vendors may set up from 6:00 -8:30 p.m. on Friday, December 2nd or 7:00 - 9:00 a.m., December 3rd. Crafters/vendors must be ready to open for business by 9:00 a.m. on Saturday, December 3rd. All displays must be removed from the property by 7:00 p.m. on Saturday, December 3rd. **Absolutely no removal of booth displays before 4:00 p.m. on Saturday, December 3rd.**
5. The Parchment Valley Conference Center and the West Virginia Baptist Convention will not be held responsible for any lost, stolen and/or damaged property or goods. The Greenlee Activities building will be locked and secured on Friday, December 2nd.
6. Unloading of equipment/moving equipment to your booth shall be the responsibility of the vendor. Do not block the entrance to the Greenlee Activities building with your vehicle. Once a vehicle is unloaded, it must be moved to the designated parking lot.
7. Parchment Valley rules and regulations apply and are included with this packet and must be obeyed at all times. Animals are prohibited in the Parchment Valley buildings. No vendors will be allowed to bring their dogs along to the Christmas In the Valley event, nor in the Greenlee Activities Building.
8. Gambling, raffles or games of chance are not permitted.
9. If you are applying to sell a food product, you must enclose a copy of your food handler, health permit and insurance information.
10. All booths are 10' X 10' and display material must stay within your designated space. No tables are provided by Parchment Valley, however 2 chairs will be included with each booth. Artists will need to bring all necessary equipment and tools to meet their needs (lights, tables, extension cords, etc.)