



47th ANNUAL WASHINGTON & GREENE COUNTIES' COVERED BRIDGE FESTIVAL

PRESENTED BY EQT

Ebenezer Covered Bridge, Mingo Creek County Park
September 16-17, 2017 • Festival Hours 10am-5pm



OVERVIEW

The Washington & Greene Counties' Covered Bridge Festival (CBF) marks the official kick-off to the area's fall festival season! Held the third weekend of September, this event takes place at eight separate covered bridge sites in Washington County and two in Greene County.

Sponsored by the Washington County Tourism Promotion Agency (WCTPA), the Ebenezer Covered Bridge location is the largest of the 10 sites, hosting more than 100 craft vendors, 20 food vendors and entertainment from throughout the region. The CBF is promoted through an extensive marketing campaign including digital, newspaper, radio and television advertisements, brochures, website, social media, and direct mail to thousands of attendees. It has continued to draw record-breaking crowds, is a much anticipated event for both patrons and participants, and is distinguished as a signature arts and crafts festival in Southwestern Pennsylvania.

This application is exclusively for craft vendor participation at the Ebenezer Covered Bridge site in Mingo Creek County Park. Upon acceptance, craft vendors will be held to the guidelines listed in this application. Please read all details below carefully and retain a copy for your records. If you have any questions, please contact Dana Bucci at 724.225.3010, toll-free at 1.866.927.4969, or dana@washcochamber.com. We greatly appreciate your interest in participating in this signature event!

CRAFT VENDOR GUIDELINES & CONDITIONS

1. All items must be hand-crafted, original and of high quality designed by the vendor. Only categories listed on the accompanying application may be sold. No buy/sell, commercially-produced merchandise will be accepted. When it is necessary to use such materials to complete the work, those components must be subordinate to the finished product & cannot be sold separately.
2. Vendors must provide shelter for their designated space along with set-up materials (tents, tables, chairs, etc.). White tents are required again of craft vendors this year. In the case of inclement weather, only clear plastic coverings will be permitted as part of an exhibit or shelter during public hours. Tents must be clean and secured in a proper manner to prevent any risks to CBF patrons.
3. Electricity is not available for craft vendors.
4. The vendor who designs the work and is principal of the business must be present, unless written permission is granted. Business cards are recommended to be on display to best fulfill customer service.
5. No more than two vendors may share a space and pre-approval is required. Vendors may not display or sell another vendor's merchandise and may not submit an application under an assumed name.
6. Vendors must be at least 18 years of age or accompanied by an adult, and must conduct themselves at all times in a professional and courteous manner.
7. Exhibit booths must be open and staffed each day between 10am-5pm.
8. Applicable vendors must collect a 6% PA Sales Tax (contact 1-888-PATAXES or www.revenue.state.pa.us for details) and must remit a sales tax license number at least 30 days prior to the CBF. Vendors are responsible for obtaining and maintaining in full force for the duration of the CBF all necessary federal, state or municipal permits, licenses, certificates or approvals, and are responsible for proper collection and reporting of any federal, state or municipal sales or use taxes and must comply with municipal laws, ordinances and regulations.
9. Vendors must carry a minimum of \$300,000 liability insurance, naming the WCTPA as "Additional Insured". If you do not currently have annual liability insurance or would prefer to purchase coverage through a group policy if eligible, provided by the WCTPA, please apply online at <https://securevendorinsurance.com/IL/ApplicantInformation?GroupEventKey=f8b0c64e0b1a>. Insurance of vendor, booth and items are the sole responsibility of the vendor. Proof of insurance for new vendors will be due after acceptance is determined.
10. Pets and alcoholic beverages are not permitted on the CBF grounds.
11. All fees must be paid in advance. Post-dated checks are not accepted.
12. Vendors found in violation of any of these guidelines may be excluded or have their exhibit removed. Refunds will not be granted under such circumstances.

SPACE & PARKING ASSIGNMENTS

1. Each craft space is 10' x 10' (with allowance for tent stakes). Double spaces may be requested and considered where available.
2. All space assignments are based on the prior year, unless layout changes occur or are otherwise requested. Ultimately, space assignments are at the discretion of the WCTPA.
3. Designated vendor parking is provided. Preferred Parking in a paved lot across the Ebenezer Covered Bridge may be purchased on a first-come, first-served basis. Only one parking permit is allotted per craft space and will be issued upon entry.

NOTICES

1. For returning vendors, your cancelled check may serve as notification of acceptance.
2. For new applicants, notice of acceptance will be mailed; fees will be returned to those not accepted.
3. Applications will be considered until the show is filled, however, spaces will not be saved nor assumed that any vendor is returning.
4. Space assignments will be mailed one month prior to the CBF.
5. Set-up will be held September 15 and early September 16.
6. No rain date is offered. Please bring appropriate cover.

HOW TO APPLY

1. Complete, sign and date the accompanying application.
2. Please send a separate check or money order made payable to the Washington County Tourism Promotion Agency for each 10' x 10' Craft Space and Optional Preferred Parking Fee. All checks returned for non-sufficient funds will be assessed a \$35 service fee for each check. Refunds will not be granted for any reason after August 15, 2017.
3. New applicants must submit at least three photos of finished craft items, photos of work in progress/unfinished work in each craft category, at least one photo of items displayed in booth, photo of shelter, and provide specific details of any items not handmade for jurying purposes (please include self-addressed stamped envelope for return).
4. Mail or email above materials to the Washington County Tourism Promotion Agency, 375 Southpointe Blvd, Suite 240, Canonsburg, PA 15317 or to dana@washcochamber.com.

APPLICATION DEADLINE—MAY 31, 2017



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CRAFT VENDOR INFORMATION

Vendor in Charge _____

Business Name _____

Mailing Address _____

Phone Numbers (H) _____ (C) _____ (W) _____

Which number, if any, could we provide to customers upon request _____

Emergency Contact Number during CBF Weekend _____

Email Address _____

Website _____

PA Sales Tax Number _____

Primary Vehicle Color, Make & Model _____

Primary Vehicle State & License Plate # _____

If returning vendor, please specify the # of years participated at the Ebenezer CBF: _____

of Years in Craft Business: _____ % of Hand-crafted Items: _____ Other: _____

Describe methods of production & explain any items not handmade (attach additional sheets as necessary): _____

Other events participated in: _____

If new vendor, where did you hear about the CBF? _____

If you would like to receive multiple copies of the annual CBF brochure for distribution at other events during the month of August, please indicate here: _____ copies

Are you active on social media? Y N If yes: # of likes/followers _____; would you be willing to promote the CBF through your social media page and/or website? Y N

REQUESTS

Single Craft Vendor Space 10' x 10': \$150

Double Craft Vendor Space 10' x 20': \$300 (if new, please send two separate \$150 checks)

Only if available next to previous space assignment

I am flexible to any double space that may be available (cannot be guaranteed)

I would like the same space as in 2016 as a returning vendor (if possible)

If not, please indicate preferred area/nearby vendor _____

Preferred Parking: \$10 (optional; offered in advance on a first-come, first-served basis)

RELEASE & ACCEPTANCE

This application constitutes an agreement between the parties hereto & there are no other understandings, oral or written, relating to the subject matter hereof. I have reviewed the accompanying information and agree to abide by these rules and regulations. In addition, I agree to indemnify, hold harmless, and defend the Washington County Tourism Promotion Agency and its directors and officers from and against any and all liabilities, costs, losses, theft, settlements, expenses or other damages in connection with, arising from or related in any way to the Covered Bridge Festival, including the sale of products, services, other items or use of occupancy of assigned space, as well as any circumstance making it illegal, impossible, or impractical for the Washington County Tourism Promotion Agency to conduct the Covered Bridge Festival, including acts of God, war, government regulations, disaster or civil disorder.

Applicant Signature _____ Date _____

PLEASE DO NOT WRITE IN THIS AREA

Vendor Name _____ Ck# _____ Amt \$ _____ Preferred Parking _____ Ck# _____ Amt \$ _____

Assigned Space# _____ Accepted By _____ Date _____ Comments _____

ENTRY

Primary type of hand-crafted items:
(i.e. wood, floral, fabric) _____

Percentage of items to be displayed:

Apparel _____ %	Metal _____ %
Bath & Body _____ %	Outdoor _____ %
Books _____ %	Pet Items _____ %
Candles _____ %	Photo/Prints _____ %
Ceramics _____ %	Plants _____ %
Dolls _____ %	Pottery _____ %
Fabric _____ %	Rock/Stone _____ %
Floral _____ %	Wood _____ %
Furniture _____ %	Youth _____ %
Glass _____ %	Other* _____ %
Jewelry _____ %	*must specify: _____
Leather _____ %	

ANY FOOD ITEM REQUIRES COMPLETION OF A FOOD VENDOR APPLICATION

Product Price Range _____

Color/Type of Shelter _____

ENCLOSURES

Check(s) for Space Request(s) \$ _____

Check for Preferred Parking (optional) \$ _____

*Separate checks for all requests, please!

Certificate of Liability Insurance naming the Washington County Tourism Promotion Agency as "Additional Insured" as listed with address below (due from new vendors after acceptance)

All photos as requested within guidelines

Total Amount Enclosed \$ _____

Comments _____

PLEASE REMIT BY MAY 31, 2017 TO

Washington County Tourism Promotion Agency
375 Southpointe Blvd, Suite 240
Canonsburg, PA 15317
dana@washcochamber.com