



**BUSINESS/CRAFT VENDOR CONTRACT**

Location: Sam Michael’s Park, Job Corps Road, Shenandoah Junction, WV

Date: Saturday, July 1, 2017      Rain Date: Sunday, July 2, 2017

Set-up: 8am-2pm      In order to maintain crowd control, set-up must be complete by 2pm

Cost: \$100 per space is registered before March 1, \$125 per space after March 1.  
\$50/non-profit organizations

We anticipate 10,000-12,000 spectators at the fireworks display.  
What a great opportunity to promote your business and/or sell your crafts!

Owner/Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Items sold or distributed: \_\_\_\_\_

Full payment in the form of a check must accompany this application.  
Please make checks payable to, “JCPRC” and mailed to:  
Jefferson County Parks and Recreation Commission  
235 Sam Michael’s Lane, Shenandoah Junction, WV 25442

\* If needed, we will provide 2 tables and 2 chairs in your vendor space. \*  
A fee of \$20 will be added to your booth rental fee.  
 Yes! I want tables!  
 No, thank you.

- Jefferson County Parks and Recreation Commission or its employees or volunteers reserve the right to refuse vending space.
- Vendors must provide their own tables\*, chairs\*, lights, and tents if desired. (Electricity is not available.)
- Both Space is 10’x10’. Booth spaces will be assigned by the JCPRC.
- Vendors may distribute information, flyers, coupons, and other promotional items, however JCPRC reserves the right to refuse distribution of items, if deemed inappropriate by the JCPRC. Signs and banners may be displayed in vendor spaces.
- Food or drink of any type may not be distributed or sold in a business/craft booth space.
- Toys or other products that glow-in-the-dark, flash, or light, may not be distributed or sold in a business/craft booth space.

Please read this entire Agreement carefully. Send or deliver the completed contract to the Jefferson County Community Center in Sam Michael’s Park as soon as possible. Vendor registration will close on June 23, 2017.

Completed application shall result in the assignment of a Vendor ID and booth space. Booth space will be assigned on a first-come, first-serve basis. There is no guarantee that only one vendor will be allowed to sell any given item.

For questions and information, please contact  
Jefferson County Parks and Recreation  
at 304-728-3207. We will be happy to help!

Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_  
Vendor number assigned: \_\_\_\_\_ Payment: \$ \_\_\_\_\_

Jefferson County Parks & Recreation

