



48th ANNUAL WASHINGTON & GREENE COUNTIES' COVERED BRIDGE FESTIVAL
PRESENTED BY EQT
Ebenezer Covered Bridge, Mingo Creek County Park
September 15-16, 2018 • 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 of craft vendors. 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/FLFtMyers/ApplicantInformation?GroupEventKey=e3dfda6df090>. 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 14 and early September 15.
6. A rain date is not 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, 2018.
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.



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CRAFT VENDOR INFORMATION

Vendor in Charge _____
 Business Name _____
 Mailing Address _____
 Phone Numbers (H)_____ (C)_____ (W)_____
 Which number may 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: _____
 Number of Years in Craft Business: _____ Percentage of Handcrafted Items: _____%
 Methods of production & items not handcrafted (attach additional sheets as necessary):

 Other events participated in: _____
 If new vendor, where did you hear about the CBF? _____

REQUESTS

Single 10' x 10' Space: \$165 (deduct \$15 if postmarked by 5/31/18)
 Double 10' x 20' Space: \$330 (deduct \$30 if postmarked by 5/31/18)
 Must be connected to previous space assignment, pending availability
 May be assigned to any double space, pending availability
 Same space in 2017 as returning vendor where possible
 Pending availability, preferred area/nearby vendor _____
 Preferred Parking: \$10 (optional; offered in advance on a first-come, first-served basis)
 # of CBF Brochures to distribute at other events: _____ (available in August)

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 Washington & Greene Counties' Covered Bridge Festival presented by EQT, 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 Washington & Greene Counties' Covered Bridge Festival presented by EQT, including acts of God, war, government regulations, disaster or civil disorder.

Applicant Signature _____ Date _____

PLEASE DO NOT WRITE IN THIS AREA

Vendor _____ Ck# _____ Amt \$ _____ Park Ck# _____ Amt \$ _____ %Craft _____ Ins _____ Tent _____ Sig _____ Broc _____
 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 TO THE

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Canonsburg, PA 15317
dana@washcochamber.com