



Multi-Cultural Festival of West Virginia, Inc.

Multifest 33 – 2023

www.multifestwv.org

Welcome **INFORMATIONAL Vendors:**

We are delighted with your interest in participating in MULTIFEST 33, THE **LARGEST DIVERSITY** & **ONE OF THE LONGEST RUNNING** FESTIVAL IN THE STATE OF WV. We expect 50,000+ people to attend this festival throughout the 4-Day Weekend.

PLEASE READ ALL INFORMATION IN THIS MULTIFEST 2023 APPLICATION VERY CLOSELY:

FESTIVAL DATE/LOCATION:

WHEN: Thursday, August 3rd through Sunday, August 6th, 2023 **(FOUR (4) FULL DAYS)**
LOCATION: Haddad Riverfront Park, 700 Kanawha Blvd East, Charleston, WV 25301

VENDOR FEE FOR INFORMATION VENDOR CATEGORY ONLY:

\$150 – Initial **ONE** Space (10 x 10) **AND NOT TO EXCEED** \$75 – **For Each Additional** 10 x 10 Space

(\$50 extra p/booth space if you want Multifest to provide tent/1 table/2 chairs)

ALL FEES ARE NON-REFUNDABLE!!!!

All fees are due & **(POSTMARKED)** by **June 30th, 2023**. Fees postmarked after which, will incur a \$25 late fee.

ABSOLUTELY no fees accepted after **July 15th, 2023** and **NO VENDOR FEES WILL BE ACCEPTED ON SITE.**

ABSOLUTELY NO SELLING OF SODA/WATER OF ANY KIND. Pepsi is our Title Sponsor and you can only sell soda and/or water **THAT ARE PURCHASED THROUGH MULTIFEST.** (see soda pre-order form attached)

VENDOR SPACE:

IMPORTANT NOTICE:

- + **ALL VENDOR SPACE IS MARKED OFF AS 10 x 10.** You cannot go over this spacing **AND** you **CANNOT** use the sidewalk as part of your set-up. **The sidewalk area must be kept clear for safe passage of Festival attendees.**
- + **YOU CANNOT MIX VENDOR CATEGORIES** under one business name. (See Executive Director for explanation)
- + If you go over the **designated 10 x 10 space**, you will be charged for an additional 10 x 10 space, but at a discounted rate. What spacing you pay for is the spacing you will receive. **NO EXCEPTIONS!!!**
- + We, at Multifest, suggest purchasing a 10 X 10 pop-up tent, which will give you the exact measuring space. We must be fair to everyone that pays for proper spacing; **therefore, please come prepared accordingly.**
- + Per City & Government Guidelines, there will be 8ft between each **Cooking Food Vendor**. This space must remain free & clear during the entire festival for fire hazard and safety.
- + **All spaces are first come, first serve which means, you will be added to the map, once we receive your application and appropriate fee. THEREFORE, FEE MUST ACCOMPANY THE APPLICATION!!**

CHECK-IN AND GUIDELINES FOR INFORMATION VENDORS ONLY!!!

Check-In Dates: Thurs., August 3rd, 2023

TIME: 12:30 PM – 1:30 PM

NOT ANY EARLIER!!!!

PLEASE BE ON TIME FOR CHECK-IN. Please be patient.

All vendors will have an assigned space.

- ✚ Before setting up, **ALL VENDORS** must check in at the **Multifest Information Booth** located directly in front of the FourPoints Hotel on 600 Kanawha Blvd, Charleston, WV.
- ✚ A Multifest Volunteer will lead you to the space that is reserved just for you.
- ✚ Depending on your needs, the City will play a major role in placing our vendors; particularly for electrical needs. Please complete the appropriate electrical form.

**** IF YOU DO NOT LIST ELECTRICAL NEEDS, YOU WILL NOT BE PLACED NEAR AN ELECTRICAL BOX!**

- ✚ Multifest will have overnight Security in the vending area, but **WE WILL NOT** be responsible for **ANY** lost or stolen items left overnight
- ✚ **ABSOLUTELY NO CHECK-INS** on Friday, August 4th OR Saturday, August 5th.

○ **ALL VENDORS MUST CHECK IN AT THE DESIGNATED TIME OUTLINED ABOVE and RATES WILL NOT BE PRORATED IF LATE. ANY VENDOR ARRIVING LATE WILL BE PLACED AT THE END OF THE BLVD.**

- ✚ All vendors are responsible for keeping their area and surrounding areas clean and safe.
- ✚ Please be aware that **NO PERSONAL VEHICLES** will be permitted on the Boulevard after **3 PM Thursday, Friday, Saturday OR Sunday.**

○ Once you unload, we ask that you immediately remove your vehicle from the Boulevard to give space for others to unload and setting up after you.

!! WARNING!!!! WARNING!!! WARNING!!!

- **ABSOLUTELY NO** Alcoholic beverages sold or permitted during festival time.
- **ABSOLUTELY NO** Illegal Drugs or dangerous materials are to be sold at any time during the festival.
- **BEVERAGE POLICY: ABSOLUTELY NO SELLING OF SODA/WATER OF ANY KIND.** All beverages to be sold must be purchased from Multifest. These prices are standardized for all vendors to make a profit. *(see form attached)*

VENDORS MUST SUPPLY YOUR OWN:

- Cords to access electric power (**NO HOUSE HOLD EXTENTION CORDS**)
 - **NO HOUSEHOLD APPLIANCES!** microwaves, small electrical skillets, small deep fryers, etc.
 - **SEE ELECTRICAL REQUIREMENTS BELOW**
- Portable light source *(if needed after dark)*
- Tent covering, chairs, tables, tablecloths, rain covering, and other display items for your own space

✚ **(\$50 extra p/booth space if you want Multifest to provide tent/1 table/2 chairs)**



ELECTRICAL REQUIREMENTS:

IMPORTANT NOTICE: Electric Power is supplied by the City of Charleston. You must provide your specific requirements including the number of amps needed on the application, so the electricians will know how to wire your space for electricity. **IT IS VERY IMPORTANT THAT YOU HAVE THE EXACT ELECTRICAL NEEDS LISTED. LIST ALL THE EQUIPMENT, INCLUDING FANS & CELL PHONES YOU ARE HOOKING UP AND AMPS NEEDED FOR EACH ITEM. IF YOU DO NOT LIST ELECTRICAL NEEDS, YOU WILL NOT BE PLACED NEAR AN ELECTRICAL BOX!**

✚ NO HOUSE-HOLD EQUIPMENT and NO HOUSE-HOLD EXTENTION CORDS.

- ✚ We cannot stress how important accuracy of the amount of amps and equipment using needs to be on the application.
- ✚ If you fail to do so, this could result in you not being able to set up **AND VENDOR FEES WILL NOT BE RETURNED!**
- ✚ If you do not comply with the requirements and have several power outages during the festival due to lack of compliance, this will also result in you being shut-down by the City **AND VENDOR FEES WILL NOT BE RETURNED!**
- ✚ The use of amps beyond what is specified on your application and what you have specified is subject to extra charges. Charges might include the rental cost of an industrial generator.

Vendor's Responsibility:

- You must supply own cords to fit the following receptacles:
 - 110V – Household receptacles
 - **ALL VENDORS** must use the **HEAVY DUTY 3** Prong Orange grounded cords **NO LESS THAN 150 feet**
 - **ABSOLUTELY NO** household extension cords. **YOU WILL BE DENIED ELECTRICITY!!!**
 - Leviton 20 AMP NEMA L21-20 Y GRDG 4 Prong 120-208V Receptacle
 - Leviton 6939 125/250V 50 Amp 3p 4W Receptacle
- In the event of a power outage, the City of Charleston nor Multifest will **NOT be responsible for PRODUCT spoilage.**

VENDING HOURS DURING FESTIVAL:

Thursday, August 3, 2023	1 PM – 11 PM (closing promptly for Street Cleaning)
Friday, August 4, 2023	12 Noon – 11 PM (closing promptly for Street Cleaning)
Saturday, August 5, 2023	12 Noon – 11 PM (closing promptly for Street Cleaning)
Sunday, August 6, 2023	12 Noon – 10 PM (closing promptly for Street Cleaning & Packing)

****Note:** All Vendors are asked to stay until the festival is completely over, which is Sunday, August 6th with a great fireworks show starting at 9:30 PM. If non-compliant for leaving early, you will not be invited back next year. Vendors must be packed up, area cleaned and off the boulevard by **11 AM on Monday, August 7th** for the cleaning crew to sweep the streets and open the Blvd., Per City of Charleston. **NO EXCEPTIONS!!!!**

PAYMENTS/MAILING INFORMATION:

Payments are received in the following manner:

1. **Business or Cashier's Check OR Money Order** made payable to **Multifest of WV** and mailed to the address below. **WE DO NOT ACCEPT PERSONAL CHECKS.**
2. Credit/Debit card via Zelle, Cashapp or Venmo (but must provide proof of payment to accompany the application)
3. The application package (application and form of payment) must be mailed together to the following address:

MULTIFEST of WV – VENDOR INFORMATION
 C/O Gray, Griffith and Mays, CPAs
 707 Virginia Street, East, Suite 400, Charleston, WV 25301

****Note:** Absolutely no fees will be accepted at check-in. **YOU WILL BE TURNED AWAY!!!** Multifest will return all applications that does not include the fee and proof of insurance or if received after the deadline. We will also return fee, if the festival is cancelled due to the pandemic and/or Government protocols.

Once you have submitted your application to be a Vendor with Multifest, you must register with the City's Collector's Office by calling 304.348.8024 or email vendorquestions@cityofcharleston.org.

CONTACT INFORMATION:

If you have any questions or concerns regarding this vendor application, please feel free to reach out to one of the following:

Tamara Eubanks, Executive Director	Lenora Horton, Secretary
(Cell) 304.545.8928	304.382.9734
(Email) Multifestwva.vendors@gmail.com	lmhorton925@aol.com