



www.multifestwv.org

Multi-Cultural Festival of West Virginia, Inc. **Multifest 32 in '22**

Greetings Vendors!!!!

On behalf of the Board of Directors, we would like to take this opportunity to invite you to be a part of this year's Multi-Cultural Festival of WV, Inc. **MULTIFEST WILL BE CELEBRATING OUR 32nd YEAR, AUGUST 5 – 7, 2022** on the Levee at the Haddad Riverfront Park, Downtown Charleston, WV. By being a vendor, you will be joining the largest and longest running diversity festival in the State of WV. Our mission is to seek and enrich the lives of those we serve through our sponsors and vendors by providing a venue to celebrate diversity for all citizens through art, music, education, cultural programs and cuisine.

For the 2022 Festival, we are looking forward to interacting with all of you and many new concessioners. We understand because of the pandemic and the Ukraine situation, there has been a great increase of cost for product throughout the Country. Therefore, for this year, the Executive Board has decided **NOT TO** raise our vendor fees in hopes this will help in preparing your arrival with us.

Due to the COVID-19 Pandemic, we are in hopes of a great festival, but we also must comply with the CDC guidelines and Government Protocols. Therefore, you must read the entire vendor packet information and sign the agreement along with your vendor application. DUE TO 10ft SPACING between food vendor, we will only be accepting a certain number of vendors, which will be on a FIRST COME FIRST SERVE BASIS. We will be using a large portion of the Kanawha Blvd. to comply, therefore, please know everyone WILL NOT BE ABLE TO BE CLOSE TO THE MAIN STAGE AREA.

Attached, you find all the pertinent information that is needed to become a vendor, which includes deadline dates, requirements, and fees. Feel free to reach out if you have any questions or concerns. Thank you in advance for wanting to be a part of Multifest 32.

Again, welcome and we look forward to hosting you!!

Tamara Eubanks,

**Tamara Eubanks, Executive Director
304.545.8928**

Dallas Staples,

**Dallas Staples, President
304.654.7866**



Multi-Cultural Festival of West Virginia, Inc.

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Multifest 32 – 2022

Welcome **Information Vendors:**

We are delighted with your interests in participating at **MULTIFEST 32**. We expect 20,000+ people to attend the festival throughout the 3-Day Weekend.

PLEASE READ ALL INFORMATION IN THIS MULTIFEST 2022 APPLICATION VERY CLOSELY:

FESTIVAL DATE/LOCATION:

WHEN: Friday, August 5th through Sunday, August 7th, 2022

LOCATION: Haddad Riverfront Park, 700 Kanawha Blvd East, Charleston, WV 25301

VENDOR FEES FOR INFORMATION CATEGORY:

\$150 – Initial One Space (10 x 10) AND NOT TO EXCEED

\$75 – For Each Additional 10 x 10 Space

\$200 (If you want Multifest to provide tent/1 table/2 chairs)

ALL FEES ARE NON-REFUNDABLE!!!!

All fees are due (**POSTMARKED**) by **June 30th, 2022**. Fees postmarked after which, will incur a \$25 late fee.

ABSOLUTELY no fees accepted after **July 15th, 2022** and **NO FEES WILL BE ACCEPTED ON SITE.**

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 lower cost. 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 pay for proper spacing; **therefore, please come prepared accordingly.**
- ✦ Per City & Government Guidelines, there will be 10ft between each Vendor. This space must remain free & clear during the entire festival.
- ✦ **All spaces are first come, first serve which means, you will be added to the map, once we receive your application and appropriate fee.**

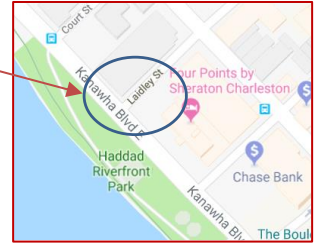
CHECK-IN AND GUIDELINES FOR INFORMATION VENDORS ONLY!!!

Check-In Dates: Friday, August 5, 2021

TIME: 12:00 Noon – 1:00 PM **NOT ANY EARLIER!!!!**



- ✚ Before setting up, **ALL VENDORS** must check in at the **Multifest Vendor/Information Booth** located at the corner of Laidley Street and Kanawha Blvd.
- ✚ 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.
- ✚ 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 FEES** will be accepted at the time of check-in.
- ✚ **ABSOLUTELY NO CHECK-INS** on Saturday, August 6, 2022.
 - **ALL VENDORS MUST CHECK IN AT THE DESIGNATED TIME OUTLINED ABOVE.**
- ✚ 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 on Friday AND Saturday afternoon.**
- ✚ Once you unload, we ask that you immediately remove your vehicle from the Boulevard to give space for others unloading and setting up after you.
- ✚ **WARNING!!!! INFORMATION VENDORS MAY NOT SELL BEVERAGES OF ANY KIND FROM THEIR BOOTH.**
 - **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.
- ✚ **CONCESSIONERS MUST SUPPLY YOUR OWN:**
 - Cords to access electric power (**NO HOUSE HOLD EXTENTION CORDS**)
 - **SEE ELECTRICAL REQUIREMENTS BELOW**
 - Portable light source (*if needed after dark*)
 - Tent covering, chairs, tables, table cloths and other display items for your own space
 - The City **DOES NOT** have water supply for concessioners. **YOU MUST SUPPLY YOUR OWN.**
 - **CDC GUIDELINES:**
 - Must wear **facemasks** when waiting on customers
 - Must provide **plexi-glass or partition** at ordering windows
 - Must practice **social distancing**
 - Must provide **hand sanitizer stations/bottles** that are visible for customers to use
 - Suggest all workers be **vaccinated AND have their booster shot.**



****Note:** PLEASE BE ON TIME FOR CHECK-IN. ABSOLUTELY NO EARLY CHECK-IN! Please be patient. All vendors will have an assigned space.

ELECTRICAL REQUIREMENTS:

IMPORTANT NOTICE: Electric Power is supplied by the City. You must provide your specific requirements including the number of amps needed on the application, so the City of Charleston 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.**

- ✚ **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 is **NOT** responsible for food spoilage.

WARNING
HAZARD NOTICE:

YOU MUST HAVE PLYWOOD DOWN IN YOUR CONCESSION AREA AND UNDER YOUR EQUIPMENT IF YOU ARE USING ANY TYPE OF GREASE, OIL, PAINT OR ANYTHING THAT MIGHT STAIN THE CONCRETE OR IS AN ENVIRONMENTAL HAZARD. IF YOU DO NOT COMPLY WITH THIS NOTICE, IT COULD RESULT IN A FINE FROM THE CITY!

VENDING HOURS:

Friday, August 5, 2022	12 Noon – 10:30 PM <i>(closing promptly for Street Cleaning)</i>
Saturday, August 6, 2022	12 Noon – 11 PM <i>(closing promptly for Street Cleaning)</i>
Sunday, August 7, 2022	12 Noon – 8 PM

****Note:** All Vendors must be packed up, area cleaned and off the boulevard by 10 PM on Sunday for the cleaning crew to sweep the streets; Per City of Charleston. **NO EXCEPTIONS!!!!**

PAYMENT/MAILING INFORMATION:

All payments must be in the form of a **Business or Cashier's Check OR Money Order** made payable to **Multifest of WV**. **WE DO NOT ACCEPT PERSONAL CHECKS.** The application package (*application and form of payment*) must be mailed together along with proof of business insurance (**PER CITY OF CHARLESTON**) 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 and will return fee if festival is cancelled due to the pandemic and 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
(Cell) 304.545.8928
(Email) Multifestwva.vendors@gmail.com

Lenora Horton, Secretary
304.382.9734
lmhorton925@aol.com



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Multi-Cultural Festival of West Virginia, Inc. Multifest 32 – 2022

INFORMATION ONLY

VENDOR APPLICATION

(Please enclose a copy of your insurance certificate with application – CITY REQUIREMENT)

All fees due by June 30, 2022 *** LATE FEE by July 15, 2022

(PLEASE PRINT)

NAME OF BUSINESS ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PRIMARY PHONE: _____ EMAIL: _____

Number of Booth Spaces:

First Booth: (\$150) _____ Additional Space _____ @ \$75 = _____

\$200 (if you want Multifest to provide tent/1-table/2 chairs)

Amount Enclosed: _____ Business Check **OR** Cashier's Check **OR** Money Order *(circle one)*

All fees are due (POSTMARKED) by June 30, 2022. Fees postmarked after which, will incur a \$25 late fee.

*ABSOLUTELY no fees accepted after July 15, 2022 and **NO FEES WILL BE ACCEPTED ON SITE.***

PLEASE LIST ALL ITEMS TO BE SOLD: _____

PLEASE LIST ALL ELECTRICAL APPLIANCES: (including watts/amps usage of each)

<u>ELECTRICAL ITEMS</u>	<u>WATTS/AMPS</u>

STATEMENT OF AGREEMENT

We hereby submit this application to operate as a concessionaire during the 2022 Multifest 32. We have read and agree to the fees established. We will comply with all applied laws and rules. We agree to indemnify and hold harmless the Multifest of West Virginia, Inc. from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of any participation on or for the festival. We are aware that Multifest reserves the right to reject/prohibit the sale of any merchandise or food item at any time during the event. We also understand that this is an outdoor festival with no control of the weather, therefore **NO FEES WILL BE RETURNED** if there is a no-show or if the weather is not suitable for you.

COVID-19 WAIVER

MultiFest is a nonprofit outdoor festival scheduled to be held August 5 – 7, 2022. Any contract or agreement will be subject to the restrictions and limitations during the COVID-19 Pandemic which may include cancellation or other limitations over which MultiFest has no control and will assume no liability. If cancelled, fees will be returned. All activities will be in accordance with guidelines from the Federal Center for Disease Control (CCD), The State of West Virginia Department of Health and Human Services, the City of Charleston Health Department and any other health and safety regulatory agency.

Signature

Date

Please mail this application with your full payment (*certified check or money order*) & insurance info to:

MULTIFEST of WV – VENDOR INFORMATION
c/o Gray, Griffith & Mays, CPAs
707 Virginia Street E., Suite 400
Charleston, WV 25301

INFORMATION VENDOR APPLICATION ONLY



SUGGESTED LOCAL HOTELS FOR LODGING:

The Holiday Inn Express Charleston Civic Center

(3 blocks from Festival Site)

100 Civic Center Dr, Charleston, WV 25301

Phone: (304) 345-0600

Special Vendor Pricing: \$99



Courtyard by Marriott

(3 blocks from Festival Site)

100 Kanawha Blvd E, Charleston, WV 25301

Phone: (304) 344-5777

\$139



Marriott

(6 blocks from Festival Site)

300 Court St, Charleston, WV 25301

Phone: (304) 347-8700



Hampton Inn Charleston Downtown

(4 blocks from Festival Site)

1 Virginia St W, Charleston, WV 25302

Phone: (304) 343-9300



Embassy Suites Hotel

(6 blocks from Festival Site)

300 Court St, Charleston, WV 25301

Phone: (304) 347-8700



Ramada by Wyndham Charleston

(6 blocks from Festival Site)

Enjoy Free Breakfast & Complimentary WiFi

1000 Washington St E, Charleston, WV 25301

Phone: (304) 343-4661



Quality Inn & Suites

(6 blocks from Festival Site)

1010 Washington St E, Charleston, WV 25301

Phone: (304) 205-0192

