



Multi-Cultural Festival of West Virginia, Inc.

Multifest 34 – August, 2024

www.multifestwv.org

Welcome Arts & Crafts Vendors:

We are delighted with your interest in participating in MULTIFEST 34, THE **LARGEST DIVERSITY** & **ONE OF THE LONGEST RUNNING** FESTIVALS IN THE STATE OF WV. This year, we expect 55,000+ to attend this festival throughout the 4-Day Weekend.

PLEASE READ ALL INFORMATION IN THIS MULTIFEST 2024 PACKET VERY CLOSELY:

FESTIVAL DATE/LOCATION:

WHEN: Thursday, August 1st through Sunday, August 4th, 2024 **(FOUR (4) FULL DAYS)**

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

VENDOR FEE FOR ARTS & CRAFTS CATEGORY ONLY:

(CANNOT HAVE MORE THAN 3 SPACES)

Early Bird Fee: *(Before March 31st)*

\$400 – Initial ONE (1) Space (10 x 10) TWO (2) Spaces – \$625 THREE (3) Spaces – \$850

Regular Fee: *(April 1st thru June 30th)*

\$450 – Initial ONE (1) Space (10 x 10) TWO (2) Spaces – \$675 THREE (3) Spaces – \$900

Late Fee: *(July 1st and after)*

\$475 – Initial ONE (1) Space (10 x 10) TWO (2) Spaces – \$700 THREE (3) Spaces – \$925

ALL FEES ARE NON-REFUNDABLE!!!! NO VENDOR FEES WILL BE ACCEPTED ON SITE. ABSOLUTELY NO SELLING OF DRINKS OF ANY KIND. Pepsi is our Title Sponsor and you can only sell drinks **THAT ARE PURCHASED THROUGH MULTIFEST.** *(drink pre-order form forthcoming)*

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 10ft between each **Cooking Food Vendor.** This space must remain free & clear during the entire festival for fire hazard and safety.

CHECK-IN AND GUIDELINES FOR ARTS & CRAFTS VENDORS ONLY!!!

Check-In Dates: Thurs., August 1st, 2024

TIME: 10:00 AM to 11:00 AM

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 at 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 make sure your electrical needs are noted.
**** 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 2nd NOR Saturday, August 3rd.
 - **ALL VENDORS MUST CHECK IN AT THE DESIGNATED TIME OUTLINED ABOVE or RISK THE CHANCE OF LOOSING YOUR ASSIGNED SPACE. RATES WILL NOT BE PRORATED IF LATE and 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 set 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 DRINKS OF ANY KIND.** All beverages to be sold must be purchased from Multifest. These prices are standardized for all vendors to make a profit. *(drink pre-order form forthcoming)*
- ✚ **CONCESSIONERS 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
 - The City **DOES NOT** have water supply for concessioners. **YOU MUST SUPPLY YOUR OWN.**
 - **CDC GUIDELINES:**
 - **Facemasks & Plexi-glass or partitions (optional)** when waiting on customers
 - Must provide **hand sanitizer stations/bottles** that are visible for customers to use
 - Suggest all workers be **vaccinated AND have their booster shots**

ELECTRICAL REQUIREMENTS:

IMPORTANT NOTICE: Electric Power is supplied by the City of Charleston. You must provide your specific requirements including the # 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 & 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 the accuracy of the amount of amps & equipment using needs to be listed.
- ✚ 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!**
- ✚ **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 food spoilage.**

WARNING
HAZARD NOTICE:

YOU MUST HAVE PLYWOOD OR BLACK FELT DOWN IN YOUR AREA IF YOU ARE USING ANY TYPE OF GREASE, OIL, PAINT OR ANYTHING THAT MIGHT STAIN THE CONCRETE OR IS AN ENVIRONMENTAL HAZARD. **IF CAUGHT, YOU WILL BE FINED, SHUT DOWN IMMEDIATELY (VENDOR FEE WILL NOT BE RETURNED) & BANNED FROM FUTURE FESTIVALS!!!**

VENDING HOURS DURING FESTIVAL:

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|--------------------------|--|
| Thursday, August 1, 2024 | 12 Noon – 11 PM (closing promptly for Street Cleaning) |
| Friday, August 2, 2024 | 12 Noon – 11 PM (closing promptly for Street Cleaning) |
| Saturday, August 3, 2024 | 12 Noon – 11 PM (closing promptly for Street Cleaning) |
| Sunday, August 4, 2024 | 12 Noon – 11 PM (closing promptly for Street Cleaning & Packing) |


****Note:** All Vendors are asked to stay until the festival is completely over, which is Sunday, August 4th for 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 **12 NOON on Monday, August 5th** 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. Please also mail a proof of business insurance **(PER CITY OF CHARLESTON):**
WE DO NOT ACCEPT PERSONAL CHECKS.

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


2. Electronic Payment via Credit/Debit card, Zelle, Cashapp or Venmo:
Zelle – multifestwv.executive.director@gmail.com **OR** Cashapp – \$MULTIFESTWV1989 (681.319.5454) **OR** Venmo – Multifest West Virginia @multifestwv1989 (681.319.5454) **OR** call (681.319.5454) to process with credit/debit card over the phone via Square. **(Please add 2% processing fee to all electronic payments!)**

****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 payment to be a vendor, 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, please feel free to reach out to one of the following:

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| 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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