

PARKERSBURG HOMECOMING FESTIVAL APPLICATION FOR ARTS/CRAFTS

AUGUST 15, 16 & 17, 2003

Hours of operation: FRI 5:00pm – 11:00pm; SAT Noon – Midnight; SUN Noon – 10:00pm

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PERSON RESPONSIBLE: _____ PHONE: _____
(If different from above)

ITEMS SOLD: _____

(Must be in detail!!! Attach items sheet if necessary)

- SPACE REQUIREMENT (Please check one)...

___ 8' W x 16' D PARKING SPACE ___ 8' W x 10' D TENT SPACE ___ 10' W x 4' D SIDEWALK SPACE

- TYPE OF EXHIBIT SETUP (Please check one)...

___ CAMPER ___ MOTOR HOME ___ VAN ___ CANOPY

___ OTHER, EXPLAIN _____

- DO YOU NEED ELECTRIC? ___ YES ___ NO

- ARE YOU A PREVIOUS EXHIBITOR? ___ YES ___ NO

SETUP MAY BEGIN THURSDAY, AUGUST 14TH AFTER 5:00PM AND MUST BE COMPLETED BY NOON, FRIDAY AUGUST 15TH.

ATTACH PAYMENT (CASHIER'S CHECK OR MONEY ORDER) TO THIS FORM AND MAIL TO:

PARKERSBURG HOMECOMING FESTIVAL
ARTS/CRAFTS APPLICATION
P.O. BOX 416
PARKERSBURG, WV 26102

WITH THIS APPLICATION I AGREE TO ACCEPT THE RULES AND CONDITIONS SET FORTH BY THE PARKERSBURG HOMECOMING, INC., AND HEREBY REQUEST A LOCATION IN CONFORMITY WITH THOSE RULES. I ALSO AGREE TO PAY THE APPROPRIATE FEES BY THE SCHEDULE STATED IN THE RULES.

SIGNATURE: _____ DATE: _____

PARKERSBURG HOMECOMING FESTIVAL 2003 ARTS/CRAFTS RULES

AUGUST 15, 16 & 17, 2003

1. All exhibitors shall pay a fee to Parkersburg Homecoming, Inc. using the following schedule:

IF POSTMARKED BY AUGUST 10, 2003 - \$50.00 for each space
IF POSTMARKED AFTER AUGUST 10, 2003 - \$100.00 for each space
2. All exhibitors shall be responsible for all consumer sales tax to the West Virginia Tax Commissioner.
3. All exhibitors will provide own stand and will arrange for the removal of these units and supplies by 8:00am on Monday, August 18, 2003. No exhibitor's booth may be dismantled or removed before 10:00pm Sunday night, August 17, 2003. IF DISMANTLED PRIOR YOU WILL NOT BE PERMITTED TO PARTICIPATE IN 2004 FESTIVAL.
4. The Homecoming Flea Market Committee requires a list of items each exhibitor plans to sell. Include these items on your application in detail.
5. Exhibits must be operated during official Homecoming hours: FRI 5pm-11pm; SAT Noon-Midnight; SUN Noon-10pm.
6. All items for sale MUST be hand crafted. Hand crafted is defined as any item that has at least 60% improvements made to it. No obscene or vulgar items will be displayed or sold.
7. Exhibit spaces will be assigned or reassigned by the Homecoming Committee on a first come, first serve basis. Returning exhibitors will be given first preference. Please indicate on your application. Spaces cannot be sublet or exchanged without the permission of the Homecoming Committee.
8. Exhibit setup is the sole responsibility of the exhibitor. Please provide your own tables, chairs, lights and extension cords. There will be ample electrical outlets but we recommend you bring long extension cords; power is limited to lights only.
9. Exhibitors located in a paved lot are not permitted to drive any stakes, nails or screws into the pavement to support your exhibit structure. We recommend you anchor your exhibit booth with cement-, sand- or water-filled buckets, or with cinder blocks, to avoid damage to the pavement.
10. Set-up may begin Thursday, August 14, after 5:00pm and must be completed by Noon on Friday, August 15. All supply vehicles are to be off the street on Saturday and Sunday by 10:00am.
11. Locations, procedures, rules and fees are not guaranteed for future Homecomings.
12. No vehicles allowed in Festival area during Homecoming hours.
13. Due to liability and safety of everyone during Homecoming weekend, no exhibitor will be permitted to sell stink bombs, snappers, Chinese stars and party strings at the Homecoming site. This applies during the entire weekend or along the parade route on Saturday, August 16, 2003 by request of the Parkersburg Police Department.
14. Exhibitors will not be permitted to sell T-shirts, caps, hats, patches or other souvenir items with the Homecoming logo unless commissioned with Parkersburg Homecoming, Inc.
15. Exhibitors ARE NOT PERMITTED TO ROAM to sell any product.

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16. All tent-type structures must meet NFPA 701 (plastic tarps are not permitted). Certification MUST BE ATTACHED to the tent material or a CERTIFICATE OR COMPLIANCE FROM THE MANUFACTURER must accompany the tent with MATCHING SERIAL NUMBER on the tent. Certification from California State Fire Marshall is NOT acceptable.

WITH THIS APPLICATION I AGREE TO ACCEPT THE RULES AND REGULATIONS SET FORTH BY THE PARKERSBURG HOMECOMING FESTIVAL, AND I HEREBY REQUEST SPACE IN CONFORMITY TO THESE GUIDELINES. I ALSO AGREE TO INDEMNITY AGAINST ANY AND ALL CLAIMS FOR DAMAGES TO PERSON AND PROPERTY AND HOLD HARMLESS THIS FESTIVAL AND ITS COMMITTEE MEMBERS FROM ANY AND ALL LIABILITIES.

Enclosed you will find regulations from the City of Parkersburg, Bureau of Fire Prevention and Code Department and Mid-Ohio Valley Health Department. Your exhibit will be expected to meet regulations listed within.

SIGNATURE: _____ DATE: _____

PARKING RULES: To allow for the many activities during our Homecoming Festival, these parking rules are established for all concessionaires and vendors who plan to occupy the Homecoming's Point Park area this August 15, 16 & 17, 2003.

All vehicles must be removed from all parking lots after setup on Thursday, August 14, 2003. After 1:00 p.m. on Friday, August 15, concessionaires and vendors may park their vehicles on the parking lot at the corner of 2nd and Ann Streets.

No parking will be permitted on the parking lot between Market Street and Juliana Streets directly behind the Bureau of Public Debt Building between 2nd Street and 1st Street. This lot is designated as the Main Stage area.

No parking will be permitted on the parking lot behind the Blennerhassett Museum during the entire three day Festival. Only Blennerhassett Museum employees may park in this lot.

Everything must be removed from all areas and parking lots by 2:00 a.m. Monday morning, August 18, 2003.

DIRECT YOUR PARKING QUERIES TO:

DeEtta Muscati
(304) 464-5624

PARKERSBURG FIRE DEPARTMENT CODE REGULATIONS: The Parkersburg Fire Department has outlined the following parameters for Food Concessionaire operations during our three-day Festival...

All Concessionaires shall meet all applicable Local, State and National Fire Codes.

All Concessionaires shall have at least one 2A20 B.C. size fire extinguisher properly mounted and dated near any exits and, where applicable, near all deep fat frying operations.

All gas cylinders shall be properly secured to a stationary object.

All gas hoses shall be free of cracks, tears, blisters and/or leaks.

No open flames, fireworks or open flame devices will be permitted without proper suppression system/s available.

DIRECT YOUR FIRE CODE QUERIES TO:

Chief, Parkersburg Fire Department
1 Government Square
P.O. Box 1627
Parkersburg, WV 26102

(304) 424-8460

CITY OF PARKERSBURG CODE REGULATIONS: The City of Parkersburg Code Department has outlined the following parameters for Food Concessionaire and Vendor operations during our three-day festival...

All three wire hook-ups shall have a ground rod attached to the skin of concession and, where applicable, vendor operations. Ground wire shall be at least a #10 wire.

All electrical connections shall be protected from the weather by a waterproof barrier.

All electrical circuits shall be checked for polarity.

All electrical hook-ups shall be fused properly.

All light bulbs must be protected from breaking.

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CITY OF PARKERSBURG CODE REGULATIONS Continued...

SPECIFICATION TABLE:	WIRE	BREAKER	GROUND WIRE
	#14	15amp.	#14
	#12	20amp.	#12
	#10	30amp.	#10
	#08	40amp.	#08
	#06	60amp.	#06
	#03	70amp.	#03
	#02	100amp.	#02

DIRECT YOUR CITY OF PARKERSBURG CODE QUERIES TO:

Parkersburg Code Enforcement Director
1 Government Square
P.O. Box 1627
Parkersburg, WV 26102

(304) 424-8594

MID-OHIO VALLEY HEALTH DEPARTMENT REGULATIONS: Prior to any service or sales of foods at the Homecoming, all food concessionaires shall submit an application to the Mid-Ohio Valley Health Department.

Mobile food concessionaires with valid food service permits issued by the Health Department are requested to inform the Health Department in advance of their planned participation.

No food concession may proceed until a sanitarian from this office has inspected the entire food concession and issued a permit to operate.

All for-profit temporary food service establishments are required to pay a \$25.00 fee before a permit is issued.

Any food concession vendors new to the Homecoming are encouraged to contact the Health Department to obtain a copy of their regulations.

PLEASE NOTE: The Parkersburg Homecoming Festival will not accept tent-enclosed food service preparation and handling concessions.

DIRECT YOUR MID-OHIO VALLEY HEALTH DEPARTMENT QUERIES TO:

Mid-Ohio Valley Health Department
211 6th St.
Parkersburg, WV 26101

(304) 485-1416