

VENDOR INFORMATION

DATE: Sunday, June 11, 2023

TIME: 11:00 AM - 5:00 PM

SET-UP TIME: 8:00 AM - 10:00 AM
(All vehicles must be removed by 10:00 AM)

LOCATION: War Memorial Park

CRAFT AREA & FEES: Outdoor spaces (on walkway surrounding the pavilion) - **(\$15)**. Pavilion spaces (limited number available) - **(\$25)**.

Notes: Electrical hookups with pavilion spaces only; Non-refundable. Merchant fee of 2.6% for use of credit card with online or in office vendor registrations; Merchant fee of 1% for eCheck online vendor registrations.

ASSIGNED SPACES: All selected applicants will be assigned spaces and notified. A map will be available on the day of the event showing your assigned space.

Notes: Please mention on application at time of registration if a special accommodation space is needed (such as wheelchair accessibility). All spaces are first-come, first served.

DISPLAY EQUIPMENT: Any equipment (tables, chairs, tent, etc.) must be provided by

participants. *Note: Pop-up tents cannot exceed 10'x10' in size.*

ELIGIBILITY: Handcrafted items are preferred. Applicants must be 18 years of age. Direct sales vendors are permitted, call for details.
NO FOOD SALES.

INFORMATION: Contact Traci Misiewicz at 304-264-4842 x17, OR email info@mbcparks-rec.org.

APPLICATION REQUIREMENTS:
NON-REFUNDABLE payment is required to be submitted along with application. All vendors are subject to approval. *Fee returned ONLY if not selected, or unforeseen circumstances force a cancellation of the event.

CITY BUSINESS LICENSE: Participants are ***REQUIRED*** to purchase a City of Martinsburg Temporary Business License. If you do not have a Martinsburg City Business License, call the City of Martinsburg (304) 264-2131.

SALES TAX: West Virginia sales tax (7%) must be collected. You are responsible for collecting, reporting, and paying WV sales tax.



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The Martinsburg-Berkeley County Parks & Recreation Board, staff and its volunteers is not liable for injury to participants in the JUNE JUBILEE, or for damage to vehicles or personal property.



MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION BOARD



Arts & Crafts Show

DEADLINE: MAY 26, 2023

(please call after deadline for space availability)

Name _____

Address _____

Phone _____

Email _____

Social Media/Website Link(s): _____

	Y	N
Have you attended before?	<input type="checkbox"/>	<input type="checkbox"/>

Will you demonstrate your craft?	<input type="checkbox"/>	<input type="checkbox"/>
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Describe your crafts

Please check space you desire:

☐ **10' Outdoor Space - \$15.00 x _____ (QTY)**

☐ **10' Shelter Space - \$25.00 x _____ (QTY)**

Special Request: _____

**MAKE CHECKS
PAYABLE & MAIL TO:**

OR REGISTER ONLINE AT:

M-BC PARKS & RECREATION
273 WOODBURY AVENUE
MARTINSBURG, WV 25404

OFFICE USE ONLY:

☐ Paid Temp. Business License

A: _____ #: _____ D: _____

BOOTH #: _____



SUNDAY, JUNE 11, 2023
11:00 AM—5:00 PM
War Memorial Park
Martinsburg, WV

Arts & Crafts

APPLICATION

Martinsburg-Berkeley County Parks & Recreation
273 Woodbury Ave.
Martinsburg, WV 25404

MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION BOARD
June Jubilee
Arts & Crafts Show
June 11, 2023

Directions to War Memorial Park:
I-81 to Exit 13 King St. East towards
downtown, turn left onto Tennessee
Avenue.



NEW! Registration also available online!

