

2020 Artisan and Garden Vendors

Please join us at the
West Virginia Department of Arts, Culture and History
for the annual Vandalia Gathering
Saturday, May 23 and Sunday, May 24, 2020

The Vandalia Gathering, a festival of traditional arts, has been held since 1977 on the State Capitol grounds. Vandalia offers two full days of traditional games in the Old-Time for Young'uns area, storytelling and a Liars Contest, as well as fiddle, banjo (old-time and bluegrass), mandolin, lap dulcimer, flat pick guitar and baking contests. The festival includes artisan booths and demonstrations, traditional heritage dancing, concerts and a flat foot/square dance.

The Vandalia Gathering has more than 40 spots available for artisan and garden vendors. These booths will be at the Fountain Circle on the north side of the State Capitol building. All vendors must demonstrate and sell on both days.

DATES TO REMEMBER

DITTED TO REPIEE TO BE						
•	March 13 th , 2020	Applications due (late applications will not be accepted)				
		Non-refundable tent rental fee is due if renting one of our tents.				
•	May 22nd, 2020	Load in and parking 5:30 p.m. – 8:00 p.m.				
•	May 23rd, 2020	Load in 8:00 am – 10:00 a.m.				
		Vending/Demonstrations 10:30 a.m 6:00 p.m.				
•	May 24th, 2020	Load in 8:00 a.m 10:00 a.m.				
		Vending/Demonstrations 10:30 a.m. – 5:00 p.m.				
•	June 26th, 2020	15% commission is due.				

TENT/BOOTH OPTIONS & FEES

- *Option 1:* Vendors may use their own tents. All tents must have a white top. A booth cannot consist of an umbrella and/or a trailer. These vendors must bring tarps, tent sides, weights and plastic for nightly cover up.
- *Option 2:* Vendors may rent a 10' x 10' tent from the Department of Arts, Culture & History for \$75. The Department has 10 tents available on a first-come, first-served basis. **Rental fee is due with application on March 13th, 2020.** Tent fee includes one 10' x 10' booth with white top and two weights. Vendors who rent our tents must supply sides and plastic for nightly cover up. If the tent you rent from the department is damaged by rain or wind, it cannot be replaced.
- One tent space is 10x10; you may request up to a 20x20 space.
- There is a 15% commission fee of gross sales due to the department from all vendors by June 26, 2020, with check made payable to the WVDACH. No Payment = No Invite Next Year!

SECURITY/PARKING

24-hour security surveillance will begin Friday, May 22nd at 5 p.m., and run through Sunday evening May 24th. The Department of Arts, Culture and History is not responsible for merchandise damaged, lost or stolen during the festival. Parking will be on a first-come, first-serve basis. Some of the Capitol parking lot gates are locked after 10:30 p.m. Camping is prohibited on the Capitol Complex.

If you need additional information, contact:
Adam Jones or Laiken Blankenship at 304-558-0220, or by email:
adam.c.jones@wv.gov or laiken.j.blankenship@wv.gov

POLICY FOR ALL VENDORS IN THE ARTISAN ALLEY

The Department of Arts, Culture and History is pleased to offer an opportunity for artisan vendors to showcase their products. We believe demonstrations increase interest in the artisan area. To participate in the Vandalia Gathering artisan show, all vendors must demonstrate their art during the festival. Vendors may demonstrate in their own tent or a special demonstration tent. If you need electric or water to demonstrate, the demo tent will be equipped with electric and water and you will be scheduled a time slot. Vendors who use the demo tent are responsible for keeping their sales tent open during the time they are demonstrating. Vendors that do not actively demonstrate during the weekend will not be asked to return to Vandalia Gathering artisan show.

GENERAL INFORMATION

- Water is limited to the outer circle and/or demo tents.
- Electricity is available only in the demo tents.
- Vendors are responsible for their own tables, chairs, shelving and/or display units.
- Vendors must bring their own tent sides and tarps for nightly cover. This policy includes vendors who rent the department's tents.
- Weights are not available to vendors bringing their own tent. **All vendors must use** weights and not stakes due to underground electric cables.
- All vendors are responsible for handling their own sales.
- Vendor signs are not available, but you may bring your own.
- **Please note** we are not able to accommodate requests for shade or guarantee that you will be in the same spot as you were last year.

SET-UP

Vendors can begin setting up on Friday, May 22nd, at 5:30 p.m. **Do not arrive earlier than 5:30 p.m. for set-up or you will be asked to leave the area.** Loading and off-loading small trucks, vans and wagons will be possible at your booth site.

• Friday, May 22nd, 2020 5:30 p.m.-8:00 p.m. Load in and parking

• Saturday, May 23rd, 2020 8:00 a.m. -10:00 a.m. Load in

10:30 a.m.-6:00 p.m. Vending/Demonstrations

• Sunday, May 24th, 2020 8:00 a.m.- 10:00 a.m. Load in

10:30 a.m.-5:00 p.m. Vending/Demonstrations

5:30 p.m.-8:00 p.m. Load out

Sincerely,

Laiken Blankenship

Cultural Program Specialist



Vandalia Gathering

Artisan/Garden Vendor Application

Applications are Due March 13th, 2020 Late Applications Will Not Be Accepted

Company Name:						
		Cell Phone:				
		city:	State:	Zip:		
Ema	il Address:	·				
	stic Medium: f Description of Items for Sa					
2110	. Decoription of Items for Su					
A.	Check the appropriate box					
	I will use my own wh	nite tent with white top and	sides.			
	fee is due with this	ortment tent (white top, two application. Tents are avacamaged during the festival ca	ilable on a first-come	e, first-serve basis.		
В.	Fee : For all vendors: The Department of Arts, Culture and History will receive a 15% commission on the gross sales for both days by June 26 th , 2020. (Failure to pay will remove invite to next year.					
C.	Tent rental fee is \$75. Check due with this application, made payable to WVDACH.					
D.	How much space do you need? Do not say the "same as last year."					
E.	Vendors should demo, if possible, at their booth both days of the festival.					
F.	TENT NEEDS (Specify number of outlets/wattages, needs, etc.) (Shade Cannot Be Guaranteed)					
	Vendor has read an	d agrees to abide by the guid	delines included in thi	s contract.		
S	Signature		Date			