

City of Dunbar



LOCATION

Dunbar Pedestrian Plaza
12th Street & Myers Avenue/Dunbar Avenue
Dunbar WV

DATE & TIME:

Friday September 21, 2018 12:00 noon – 10:00 pm
Check in 8:00 am - 10:00 am at the City tent
Saturday September 22, 2018 9:00 am – 10:00 pm
Check in 7:00 am at the City tent



Friday and Saturday Night Concerts start at 5:00 pm
Kid's Day Saturday 12:00 pm – 8:00 pm
Security will be provided for Friday night

Registration: Use the form on the back to register. All forms must be received by September 6, 2018, if you want a mailed site map. You will receive your space assignment the week of September 10, 2018. Registrations received after the filing date, will be notified by a telephone call/e-mail as to their area or you may check with the City tent upon arrival prior to setting up.

Facilities: Area Spaces are approximately 12' x 12'; and the vendor must provide their own tables/equipment.

Electric: Electric hookups will be provided at an additional cost; however, the vendor must request an electric hookup when the reservation is made and notify us of number of **receptacles** needed. The vendor must provide their own heavy duty extension cords and a **power surge** protector if more than one piece of equipment is attached to the receptacle. Limited spaces available.

Water: Potable water will be available through a water buffalo, but not with individual hookups. Vendors will have to provide their own transport containers.

Information: Please contact Jo Ann Cornell at 766-0223.

Return to: Dunbar Recreation Center 2601 Fairlawn Ave Dunbar WV. 25064 Attn: Fall Festival.

Make check payable to: City of Dunbar

2018 DUNBAR FALL FESTIVAL

Area Assigned _____
Date/Time Assigned _____
Paid Amount \$ _____
Office Use Only

Name or Group _____

Address _____

City _____ State _____ Zip code _____

Contact person _____ Day Phone _____ Evening _____

E-Mail Address _____

12 X 12 AREA RENTALS (MUST PAY FOR TWO SPACES IF OVER 12 FEET)

Amount of Areas Requested @ \$30.00 one day - \$50.00 two days

One Day Two Days \$ _____

Circle which days **Friday** **Saturday**

Electric @ \$10.00 **per plug** (must inform on application type of Appliance to be used) \$ _____

Total Paid \$ _____

Make checks payable to:

City of Dunbar and submit to Dunbar Parks and Recreation Department, PO Box 483, Dunbar, WV 25064.

Items to be sold _____

All food vendors must submit a complete menu listing all items for sale, no changes may be made once submitted unless approved by the Festival Committee

Will you have any special equipment yes No

Will you have a 12x12 tent Yes No

Number of Electrical Sockets Type of Electrical Device: _____

Please describe (example trailer, cart, etc.) _____

The City of Dunbar reserves the right to reassign vendor spaces as necessary.

All Food Vendors must submit an application for a temporary food permit. Applications are available either on line at <http://www.kchdwv.org>, or you may contact the Kanawha Charleston Health Department at (304) 344-5243 or by contacting the Recreation Department at (304) 766-0223.

- ▶ Non-Profit vendors will have to file a certificate to claim exemption from the requirements of the WV Food Service Sanitation Regulations.
- ▶ Profit vendors must file an application for a temporary food permit unless your mobile unit has a yearly permit. Checks for the permits are \$50.00 to be made payable to the Kanawha-Charleston Health Department and then submit payment along with application to the Kanawha Charleston Health Department, PO Box 927, Charleston, WV 25323