



June 16-17, 2017

PO Box 2054
Buckhannon, WV 26201

E-mail: almostheavenbbqbash@gmail.com

www.almostheavenbbqbash.com



Dear Prospective BBQ Bash Vendor:

As our event continues to grow, we are excited to be hosting the 3rd Annual Almost Heaven BBQ Bash in a great new location on the beautiful grounds of the historic Trans-Allegheny Lunatic Asylum in Weston, WV (www.wvtala.com). The event will showcase BBQ cooks from across the country. With several BBQ competitions, a variety of family oriented activities, a great new location with lots of space, shade trees, plenty of parking, and a significant promotion/marketing program preceding the event, we expect an even greater turnout for this year, and look forward to a positive experience for all!

To assure all vendors have a fair and productive opportunity, we will seek WV vendors offering a variety of products suitable for everyone, and will **NOT accept applications for duplicate items**, including food items. There will be a limited number of commercial food vendors at this event with no product duplicates (except for the KCBS BBQ competitors who will be selling BBQ products).

An estimated 5,000-7,000 attended the first event in 2015, and approx. 8,000-10,000 visited last year, so we anticipate even greater attendance this year as a result of our new venue and extensive media attention and advance promotion of this event thru radio, TV, and newspaper coverage. We look forward to sunny skies, pleasant temperatures, and lots of hungry, excited attendees so everyone enjoys a fun and profitable event.

To be considered as one of our non-profit groups/vendors, **please submit the following items by June 1st:**

- ~ Signed "Non-Profit Vendor Regulations", indicating you have read and agree to adhere to all regulations
- ~ Completed "Non-Profit Food and Non-Food Vendor Application" with signed "Waiver of Liability"
- ~ Vendor fee of \$25.00, via check or money order payable to: Almost Heaven BBQ Bash, Inc.
- ~ A detailed list or menu of proposed items you wish to sell
- ~ Copy of your insurance policy listing Almost Heaven BBQ Bash as an additional insured (check your homeowner owners policy which might cover this. If not, a special event liability policy is available thru most independent agents for approx. \$30)
- ~ If you have a photo of your booth from a previous event, please enclose with your application.

The above items should be mailed, with your check or money order payable to:

Almost Heaven BBQ Bash, Inc.
PO Box 2054
Buckhannon, WV 26201

For regular updates, "like" our Facebook page as we add photos of accepted artists, crafters, and vendors as they are received, so the sooner you submit your information, the more recognition and promotion we can provide. We look forward to receiving your application, and will contact you soon after receipt indicating your acceptance or denial. Applications without the above information will not be processed.

Jody Light

Office: 304 / 472-3033

email: almostheavenbbqbash@gmail.com

Almost Heaven BBQ Bash, Inc. is a registered 501c3 non-profit organization



***** Non-Profit Vendor Regulations *****

1. **Vendor Space:** Participants must provide dimensions of their space requirements, and fit in that space. We will do our best to place you in high traffic areas based on your space, electrical, and other needs. This is an “**outdoor event**” on the grounds of the Trans-Allegheny Lunatic Asylum, so please plan accordingly.
2. **Equipment / Supplies:** Exhibitors / vendors must provide their own set-ups including tables, chairs, canopies, etc. If you need electric for your display, you will need to bring your own electrical cords. Almost Heaven BBQ Bash, Inc. assumes no responsibility for any property of any kind belonging to participants.
3. **Set-Up / Operating Hours:**
Friday, June 16: Spaces will be available for set-up after 9:30 AM on Friday – event opens at 11:00 AM – 8:00 PM
Saturday, June 17: Spaces will be available after 9:00 AM. All vendors MUST be open by 11:00 AM Saturday and should remain open until at least 6:00 PM.
4. **Insurance:** All vendors, regardless of your products, must provide a copy of your general liability insurance certificate identifying the “Almost Heaven BBQ Bash, Inc.” as an additional insured for a minimum of one million dollars payable to Almost Heaven BBQ Bash, Inc. Vendors will hold harmless the Almost Heaven BBQ Bash, Inc. for any and all claims of any kind as a result of your participation at the Almost Heaven BBQ Bash event.
5. **Permits:** Accepted vendors/groups will be issued a color-coded permit by Almost Heaven BBQ Bash, which must be prominently displayed at your booth/site.
6. **Vendor Fees:** **\$25 non-refundable fee**, with application, for non-profit food and non-food vendors
**** Electricity to spaces is VERY limited – please contact us prior to submitting your application if you need power.*
7. **Relationship to Vendor:** Vendors are independent contractors and not considered as an agent, employee, or representative of the Almost Heaven BBQ Bash, Inc. in any way whatsoever.
8. **NSF Fees:** There will be a \$25.00 charge for returned checks from the vendor’s bank for non-payment.

***** Non-Profit FOOD VENDORS *****

9. **Menu:** Vendors must provide a printed menu of proposed items you wish to serve with your application, and agree to adhere to that menu. A menu, with pricing, must be posted and easily visible at your site. To avoid duplication, items may NOT be added without prior permission from the event.
10. **Health Dept. Permit:** Those selling food made on-site will be included under our Lewis County Health Dept. Special Event Permit, **but still need to follow the basic guidelines for safe operation and cleanliness (hand washing station, etc.)**
11. **Payment:** Payment must be made via check payable to Almost Heaven BBQ Bash, Inc. and mailed to:
Almost Heaven BBQ Bash
PO Box 2054
Buckhannon, WV 26201.

Signing below affirms that I have read and agree to all of the above Food Vendor Regulations:

Vendor / Group Name: _____

Date: _____

Printed Name: _____

Signature: _____



2017 Almost Heaven BBQ Bash, Inc.

2017 Non-Profit Vendor Application (Food & Non-Food)

Name of Group / Operation: _____

Contact Person: _____

Email: _____

Mailing Address: _____

City: _____ ST: _____ ZIP: _____

Best Contact Phone Number: _____

On-Site/Event Contact Name: _____

Alternate Contact Number: _____

Booth Size Requested: _____

Electric ... VERY limited – if your participation “requires” electric, please contact us “before” submitting your application. Feel free to bring along your own generator.

Describe your display/set-up: _____

Any other special needs: _____

Proposed Menu or other Items and Pricing: _____

~ Those selling food items of any kind must attach a menu with pricing – and cannot add items without prior permission (to avoid duplicates).

~ If available, please include at least one (1) photo of your booth / set-up.

~ The following “Waiver of Liability” must also be signed and dated.

Revised 12/3/16

WAIVER OF LIABILITY: In consideration of acceptance of this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I, my staff or my guests may have against the Almost Heaven BBQ Bash, Inc. aka Almost Heaven BBQ Bash, City of Weston, WV, Joe Jordan and the Trans Allegheny Lunatic Asylum, Event sponsors, KCBS, their representatives, successors, and assigns, for any and all injuries suffered by me, my staff/workers, or my guests. I hereby grant full permission to Almost Heaven BBQ Bash, Inc. aka Almost Heaven BBQ Bash, Trans-Allegheny Lunatic Asylum, and KCBS, their representatives and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose. I agree to the terms of this Waiver of Liability, and will abide by the rules of this event. Acceptance of all entries to this event is based on a first come basis, however, Almost Heaven BBQ Bash, Inc. reserves the final right of refusal to any and all teams. There is no “Rain Day” schedule for this event, and if required, the event may be cancelled in whole or in part by Almost Heaven BBQ Bash, Inc without prior notice, with no cash refunds, however we will provide free entry to the following year’s event to fully paid, registered teams in the event of an unforeseen cancellation. I have read & agree to adhere to all the rules and regulations of the Almost Heaven BBQ Bash, Inc. and understand that failure to adhere to these may be cause for expulsion from the event.

Vendor Signature: _____ Date: _____