



**June 15-16, 2018**

PO Box 2054  
Buckhannon, WV 26201

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**\* Great Location \***



Dear Prospective Commercial Vendor:

We're excited to be hosting the 4<sup>th</sup> Annual **Almost Heaven BBQ Bash** at a great new location on the beautiful grounds of the Trans-Allegheny Lunatic Asylum in Weston, WV showcasing BBQ cook teams from across the country. Featuring a variety of family oriented activities, and a significant promotion / marketing program preceding the event, estimates of 15,000+ attendees enjoyed the 2017 event, and we anticipate even greater numbers in 2018.

We are again partnering with 3 area newspapers, WBOY-TV, and several WV Radio stations, as well as other media sources (WV Living Magazine), promotion by the Trans-Allegheny Lunatic Asylum, WV Dept. of Agriculture, Lewis County CVB, and various social media outlets to provide as much promotion of this event as possible to maximize attendance.

Although we've not previously accepted commercial vendors (but have received requests to do so), our Board of Directors recently voted to accept a very limited number of commercial vendors, depending on their product line as our event is 100% family friendly. The commercial vendor fee is \$500 for a 10 x 10 space for both days.

For consideration, we need the following documents to review prior to acceptance, **no later than May 1, 2018:**

- ~ *Completed and signed Commercial Vendor Application form*
- ~ *Signed Commercial Rules & Regulations AND Waiver of Liability (bottom of form)*
- ~ *At least 1-2 photographs of your booth set-up*
- ~ *Description of your product / services that you wish to display*
- ~ *NOTE: Electric service is very limited – please contact us, prior to applying, if you need power at your site.*
- ~ *Copy of your business license*
- ~ *Copy of your insurance liability policy with \$1M liability coverage listing Almost Heaven BBQ Bash AND the Trans-Allegheny Lunatic Asylum as additional insureds – no exceptions.*
- ~ *Mail above documents (no need to mail vendor fee until notification of approval)*

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The Board of Directors will review each application immediately to assure it confirms to our family friendly standards and will notify applicants as soon as possible. **Approved applicants must remit the \$500 vendor fee to arrive "no later than May 15, 2018"** to be included in the 2018 event.

For regular event updates, please "like" our Almost Heaven BBQ Bash Facebook page as we recognize participating sponsors (with logos), artists, crafters, and vendors to provide as much pre-event promotion as possible. Thank you for your interest in participating in our upcoming Almost Heaven BBQ Bash / WV State BBQ Championship. We will notify you as soon as we receive and review the above documentation. If you have any questions, feel free to contact me via email or toll-free. We look forward to having you join us for this exciting, and rapidly growing, family event!

Jody Light, Event Organizer



# 2018 Almost Heaven BBQ Bash, Inc.

## Commercial Vendor Application

Name of Business: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

Email: \_\_\_\_\_ DATE: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

On-Site/Event Contact Name: \_\_\_\_\_

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All spaces are approx. 10' x 10' (you may purchase additional spots) Trailer or Stand?: \_\_\_\_\_

Electric: *Power is limited – please contact us in advance to discuss your power needs.*

Show hours: Friday, June 15: 11 AM – 8 PM Saturday, June 16: 11 AM – 5 PM

\*\*\* NOTE: You must remain open the entire time until 5 PM Saturday or you will not be invited to return next year

Vendor Application checklist: *For consideration, please submit the following by May 1, 2018:*

- At least 1-2 photographs of your proposed booth set-up photos
- This completed, signed Application form
- Signed Commercial Vendor Regulations AND Waiver of Liability (bottom of the form)
- Description of products / services you wish to promote during the event
- Copy of your current Business License
- Copy of Insurance (\$1M Liability Coverage) INCLUDING certificates identifying the Almost Heaven BBQ Bash AND The Trans-Allegheny Lunatic Asylum as “additional insureds”

\*\*\* Once the above information is received and reviewed by our board, you will be contacted immediately, and will need to send the \$500 booth payment to arrive no later than May 15, 2018 so we can finalize space allocations.

*Mail above documents (no need to mail vendor fee until notified of approval)*

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Name of Business: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2018 Almost Heaven BBQ Bash

## \*\*\* Commercial Vendor Regulations \*\*\*

1. **Vendor Exhibit 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. Remember, this is an **“outdoor event”** on the grounds of the Trans-Allegheny Lunatic Asylum, so please set-up and plan accordingly.
2. **Equipment / Supplies:** Exhibitors / vendors must provide their own set-ups including tables, chairs, canopies, extension cords, etc.. Almost Heaven BBQ Bash, inc. assumes no responsibility for any property of any kind belonging to participants.
3. **Set-Up / Operating Hours:**  
  - Friday, June 15:** Spaces will be available for set-up after 9:00 AM on Friday. Event hours: 11:00 AM – 8:00 PM
  - Saturday, June 16:** All vendors **MUST** be open by 11:00 AM Saturday and remain open until at least 5:00 PM  
*(Tearing down prior to 5 PM Saturday will forfeit your participation in next year's event)*
4. **Insurance:** All vendors must provide a copy of your general liability insurance certificate identifying the “Almost Heaven BBQ Bash, Inc.” and the “Trans-Allegheny Lunatic Asylum” as additional insureds for a minimum of one million dollars. Vendors will also hold harmless both entities for any and all claims of any kind as a result of your participation at the Almost Heaven BBQ Bash event.
5. **Selling to the Public:** Vendors must limit their sales / marketing efforts to their booth – no “walk-around/roaming” selling outside your space. No food items of any kind may be sold to the public .
6. **Commercial Vendor Fees:** \$500.00 – 10 x 10 assigned space (we’re a bit flexible) – you may purchase additional space if you desire.
7. **Electric:** Power availability is very limited - please contact us “prior” to registering if your participation “requires” power to assure we can/cannot provide this.
8. **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.
9. **NSF Fees:** There will be a \$35.00 charge for returned checks from the vendor’s bank for non-payment.
10. Failure to adhere to any of the above regulations may result in your immediate removal from the event with no refund of any fees paid.

**Signing below affirms that I have read and will adhere to all of the above Rules & Regulations:**

**Vendor Operation Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**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 (TALA), 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, 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:** \_\_\_\_\_