



2010 Harpers Ferry Outdoor Festival, Inc. & 12th Annual TIM GAVIN Down River Race

**P.O. Box 304
Harpers Ferry, WV 25425
Vendor Coordinator, Breann Mylone
Contact Phone: 304-283-5293
Email: bre4567@hotmail.com**

VENDOR INFORMATION PACKET

This packet contains information that you will need in order to register as a vendor for this year's **2010 Harpers Ferry Outdoor Festival, Inc., held on Saturday, June 19, 2010 between 11a.m. and 10 pm.** The festival features live entertainment; specialty and educational vendors; great food; activities, games for the kids, and the ever anticipated Silent Auction. Hosted by the newly renovated Harpers Ferry KOA Kampground in Harpers Ferry, WV, the events of the day as enjoyed in beauty of the Blue Ridge Mountains, are sure to be fun and exciting for all.

About the Tim Gavin Down River Race & 2010 Harpers Ferry Outdoor Festival, Inc.

In 1998, the first Tim Gavin River Race was held to honor the memory and passing of our dear friend, Tim Gavin. Tim was an avid paddler and outdoor recreation enthusiast, his passion for supporting the preservation of our local natural resources for future generations inspired the creation of the Harpers Ferry Outdoor Festival and the Annual Tim Gavin Race. We gather together in Tim's memory to celebrate his message and raise money to protect our precious rivers and streams.

Mission Statement.

The Harpers Ferry Outdoor Festival is a yearly event held to raise money for river and environmental conservation, and to raise awareness about the issues that threaten our valuable natural resources. The Festival is used to bring together participants, activists, and enthusiasts of the many outdoor activities in our area including kayakers & canoeist, rafters, hikers, bikers, campers, anglers, climbers, bird watchers and anyone else who shares our love and concern for our natural environment. We are here to promote the healthy and peaceful enjoyment of everything which our unique area has to offer.

We raise money and awareness by hosting a variety of events including the Festival, the Tim Gavin Down River Race, the Outdoor Film Festival and Swap Meet, and one or more river cleanups. Money raised through the events is donated to river and environmental conservation charities to support their ongoing conservation work and research. We do not raise money to promote any businesses.

The Harpers Ferry Outdoor Festival is a volunteer organization formed exclusively for charitable purposes as specified under Section 501(c)(3) of the Internal Revenue Code.

More info about the Festival, Race, River Clean-ups, pictures, and more can be found by going to our home page at www.Harpersferryoutdoorfestival.org, on Facebook at Harpers Ferry Outdoor Festival and Tim Gavin Downriver Race, and on Myspace at www.myspace.com/hfof.

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Festival Vendors

The Harpers Ferry Outdoor Festival Vendors are an essential part of the success of the Festival. Outdoor enthusiasts and festival patrons alike flock to these showcases to view product demonstrations, interact with manufacturer representatives, purchase vendor wares and learn about conservation efforts.

Demand for vendor space at the Festival is limited, to secure a vendor space, educational or otherwise, please complete and return the attached form. Upon receipt, you will be emailed confirmation for your booth space.

Please confirm your participation at the 2010 Harpers Ferry Outdoor Festival and 12th^h Annual Tim Gavin Race at your earliest opportunity, deadline for registration is **May 15, 2010**. Questions should be directed to Breann Mylone, Vendor Coordinator at 304-283-5293 or bre4567@hotmail.com.

BOOTH SIZES & FEES:

Premier Booth \$150

Have the best real estate at the festival with a premier booth space. Booth spaces are 20' x 20', basic power is provided. Live stage announcement; company name, logo, phone number & web link on festival web site. Logo displayed as sponsor on following year's t-shirt.

Standard Booth \$50

Standard booth spaces are 10' x 10'. Company name, contact info and phone number posted on festival web site.

Food Vendors \$125

After a long day on the river, festival attendees are starving and looking for some good food. Basic power and water provided upon request. Booth spaces are 10' x 20', unless otherwise prearranged. Live stage announcement; company name, phone number on festival web site.

Non-Profit/Educational \$no charge – preregistration required

Booth spaces are 10' x 10', unless otherwise specified.

*Basic Power may be added to standard, non-profit and/or educational booths for a fee of \$10.00.

*Silent Auctions items may be donated to give your business **extra exposure**.

Tell us all about you.

We would love to know more about your organization. Please feel free to attach any information you would like us to share. If you wish to have a banner or sign posted at the Festival Site prior to your arrival, please contact the Vendor Coordinator for more information about where to send the banner or sign.

WV Sales tax!

It is the sole and separate responsibility of each vendor to comply with all West Virginia Sales Tax laws. More about WV Sales Tax rules and laws please visit: <http://www.state.wv.us/taxrev/forms.html>.

It is the sole and separate responsibility of each vendor who wishes to sell goods at our event to have the necessary licenses and/or permits to conduct such business in the State of West Virginia.

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Lodging

Camping and Lodging are available at the festival site, reservations (advanced reservations are highly recommended) can be made by contacting the Harpers Ferry KOA Kampground by phone at (800) 562-9497 or (304) 535-6895, and on-line at hfkoo@aol.com. In addition to the events of the Festival, the Harpers Ferry KOA offers to its guests a huge variety of activities and events for the Festival/Father's Day Weekend. Vendor camping at respective booth sites will only be permitted with express prior approval * *fees may apply*.

The historical town of Harpers Ferry offers many Bed-and-Breakfast lodgings and the nearby town of Charles Town offers a variety of places to stay. Hotels close to the festival site include but are not limited to: the Quality Hotel and Conference Center (304) 535-6304 (within walking distance) and Comfort Suites (304) 535-6391.

Cannot make it this year ...

Become a sponsor! The Harpers Ferry Outdoor Festival is a critical fund raiser for the preservation and protection for many our local threatened Rivers and Streams. All donations and sponsorships are greatly needed and extremely appreciated. For more information about becoming a sponsor of the 2010 Harpers Ferry Outdoor Festival, please contact, Mike Moore at (304) 676-6853 or via email at: mike@harpersferryoutdoorfestival.org.

SPONSORSHIP LEVELS

Silver Level Sponsorship \$100-\$199 donation.

Receive acknowledgment for your Silver Level contribution in the event program. Company logo appears in the event program. Company logo appears on the event t-shirt (space permitting). Company logo appears on the Harpers Ferry Outdoor Festival web site.

Bronze Level Sponsorship - \$200-\$299 donation.

Receive acknowledgment for your Bronze Level contribution in the event program. Company logo appears in the event program. Company logo appears on the event t-shirt. Company logo appears on the Harpers Ferry Outdoor Festival web site with a link to your site.

Gold Level Sponsorship - \$300 + donation.

Receive acknowledgment for your Gold Level contribution in the event program. Company logo appears in the event program. Company logo appears in largest scale on the event t-shirt. Company logo appears on the Harpers Ferry Outdoor Festival web site with a link to your site. Company banners prominently displayed at the event. Promotional banners to be displayed at festival event. Please submit the corporate or individual name as you wish to see it appear in the program and publicity materials and an electronic version of your company logo.

LOGO and other requested information MUST BE PROVIDED NO LATER THAN MAY 1, 2010.

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P.O. Box 304
Harpers Ferry, WV 25425
Vendor Contact Phone: 304-283-5293

Business Name: _____ **Phone No.:** _____

Business Contact Name: _____ **Cell Phone No.:** _____

Email address: _____ **Web Address:** _____

I. Vendor Set-up is from 9-10:30 a.m. on the day of the festival (day before set up upon request);

II. TWO (2) vendor passes will be given to each vendor. **fees may apply for additional passes.*

III. Name of Vendor Contact on Festival Day: _____

IV. Type of Booth: _____

(Premier, Standard, Food, Non-Profit, Educational)

IV. Special Requirements: _____

(Handicapped Access, Early Arrival, Early Departure, etc.)

V. Brief Description of items you wish to sell *(if applicable)*: _____

VI. If non-profit organization, provide a brief description of your organization: _____

VII. Payment Information *(please check one)*

____ Please mail me an invoice that I can pay prior to the event

____ I have enclosed check # _____

____ Please charge the following credit card for the full amount

____ I am a non-profit and/or educational vendor

(Type)

(Card Number)

(Expiration)

(Name as it appears on Card)

(Contact phone number)

* Completed Vendor Registration Form should be mailed and/or emailed to **Harpers Ferry Outdoor Festival, Inc., c/o Breann Mylone, Vendor Coordinator, at P.O. Box 304, Harpers Ferry, WV 25425** or sent via email to bre4567@hotmail.com.

** We will do our best to accommodate special requests made in advance.