



Princeton-Mercer County
Chamber of Commerce

Promoting Pride In Princeton & Mercer County

1522 N Walker St. Princeton, WV 24740



Princeton AutumnFest
September 26, 2015
Mercer Street
Downtown Princeton, WV

June 1, 2015

Dear Festival Vendor,

For the 10th year, the Princeton-Mercer County Chamber of Commerce will continue the fall tradition of its Princeton AutumnFest, a one-day celebration of local music, food, culture and heritage. We're hoping you will make Princeton AutumnFest a mainstay in your fall calendar as well.

This year's 2015 Princeton AutumnFest is set for Saturday, **Sept. 26, 2015** along Mercer Street, in the heart of Princeton's downtown.

The fun and festivities will begin with a kick-off parade at 9:30 a.m. on Mercer Street featuring the Princeton High School marching band. Activities will include the Princeton AutumnFest Classic Car Show, the Veterinary Associates Fun Dog Show, Zumba Party, apple butter-making, food and craft vendors, pumpkin pie-eating contest and much more. Children's activities will include pumpkin-decorating, bouncers and much more.

Please join us for what we think will be a wonderful day of good fun, tasty treats and grand entertainment and the community spirit that makes Princeton proud.

You'll find enclosed a vendor registration form and additional information you might need as a potential vendor/exhibitor. Please return the form no later than September 14. We hope to hear from you soon and see you on Sept. 26.

Sincerely,

A handwritten signature in blue ink that reads 'Natasha Culver'.

Natasha Culver
AutumnFest Chair

Please see other side for setup details



Princeton AutumnFest 2015

Saturday, September 26

Vendor Notes

Please take note of the following items:

- **Location:** AutumnFest this year will be on Mercer Street in downtown Princeton, WV.
- **Hours:** AutumnFest hours this year will be from 9:30 a.m. to about 5:00 p.m.
- **Vendor Setup:** From 7:00 a.m. – 9:00 a.m. You must be finished setting up and have your vehicles out of the festival area by 9:00 a.m.
- **Vendor Entrance:** Please enter the festival area east bound on Mercer Street, from the Post Office end at Bee Street. **YOU WILL RECEIVE YOUR SPOT NUMBER** when you arrive at the roadblock that morning of Autumnfest. A volunteer will admit you through the road block and more volunteers will direct you to your spot. During setup, Mercer Street will be **ONE-WAY** eastbound. Once you have found your spot, please take as much care as possible not to impede the traffic flow of other vendors who need to get past you either to unload or to exit the area.
- **Vendor Vehicle Exit:** After you find your spot and unload, please remove your vehicle from the area as soon as possible. You will be directed by a volunteer as to how to exit the area. Once you remove your vehicle you will not be allowed to bring it back in, so please make sure you have all the items you need unloaded before you remove your vehicle by 9:00 a.m.
- **Parking for Vendors:** Parking for vendors' vehicles will be nearby off Mercer Street. Volunteers will help direct you to parking.

We look forward to working with you at the 2015 Princeton AutumnFest!

PRINCETON AUTUMNFEST 2015
SATURDAY * **SEPTEMBER 26, 2015** * 9:30 am – 5:00 pm

VENDOR REGISTRATION FORM – ALL VENDORS
**SETUP TIME BETWEEN 7:00 – 9:00 am (MUST BE FINISHED SETTING UP AND VEHICLES
OUT OF FESTIVAL AREA BEFORE 9:00 am)**

ORGANIZATION

CONTACT NAME

ADDRESS

PHONE

CELL PHONE

EMAIL

Please indicate type of Vendor and booth size: _____ **General** _____ **Food**

_____ 10 x 10 ... \$35

_____ 10 x 20 ... \$70

(Food vendors please furnish **full list** of items you **intend** to serve)

FOOD VENDORS: Health Department rules require you to complete an “Application For Permit To Operate Food Establishment” and THEN TELEPHONE Carl Carter at the Mercer County Health Department. Forms are available by calling Carl Carter at the Health Department at (304) 324-8836

DESCRIPTION OF BOOTH ITEMS: _____

ELECTRICITY ? **No** **Yes** (Please Specify Requirements and Types of Electrical Equipment You Will Be Using)

(Please be specific in your electrical needs because electrical service is limited.)

All spaces are located **outdoors** on Mercer Street and no weather protection is provided.

There are a limited number of spaces and menu options available, so **only receipt of your payment will reserve your space and secure your dibs on food items.**

To apply for space, complete the application and remit the correct dollar amount per space (checks payable to PMCCC) to:

PMCCC, 1522 N. WALKER ST., PRINCETON, WV 24740

Phone: (304) 487-1502 – Fax: (304) 425-0227

Email: pmccc@frontiernet.net – Website: www.pmccc.com

Assumption of Liability: I understand that the Princeton-Mercer County Chamber of Commerce will not be responsible for loss, theft, or damage to any property.

Signature _____

Date _____