

3rd Annual 'Burg WING OFF
Saturday, August 23rd 12pm-4pm – Martinsburg Mall

Vendor Rules & Regulations

Any registration form received without payment or appropriate permits will not be considered and will be discarded.

Check or money order should be made payable to “**Martinsburg Development Partners, LLC**”.

- Set-up Time:** Saturday, August 23, 2014 10:00am – 12:00pm.
ALL VENDORS MUST BE SET UP AND READY BY 12:00PM.
- Parking:** Vendors will be directed to designated parking areas by the Event Staff.
- Eligibility:** We are primarily interested in local (tri-state region) hand-made arts and crafts and Home-Based Business. This is a venue for local artisans to display their products and for the home and garden.
- Each exhibitor is required to sell products at the Event which can be taken home same day.** These products may be ‘cash and carry’, credit cards and take orders. You may offer promotional give away items as well.
- Displays:** **Exhibitor's space size is 12' x 12' and vendors MUST set up their own two tables and chairs.** Spaces are limited and will be provided on a first come, first serve basis.
- Jurying:** To ensure quality and a variety of handcrafted items, each application must be accompanied by a complete list of items to be exhibited. Photos will help with consideration of your eligibility. The Martinsburg Mall reserves the right to cancel any vendor or reject any application. Sufficient notice will be given and the fee is refundable should this happen.
- Requirements:** **Vendors MUST have a current City of Martinsburg business permit and WV State Business License. Booths must remain open from 12:00pm – 4:00pm on Saturday, August 23, 2014.** No vendor may dismantle his booth before closing time. (If this is done, the vendor **will not** be permitted to participate in the future.) Sales personnel must man booths **at all times** during event hours.
- Cancellations:** Failure to notify the Angie Clark in advance of any cancellation, will affect your future participation. **If you are unable to participate in our event, notification must be received NO LATER THAN August 15, 2014 or the registration fee is not refundable.**
- Liability:** Martinsburg Mall is not liable for personal injury or loss, damage, theft, breakage or destruction of goods on exhibit. The exhibitors shall be solely responsible for his or her own property, employees, and for all public claims and liabilities. The Martinsburg Mall accepts no responsibility.