

**SWEET SPRINGS 2019 SUSTAINABLE LIVING FORUM**  
**ARTISAN/CRAFTSMAN VENDOR TERMS OF AGREEMENT**

Location:

The Sweet Springs Resort Park  
19540 Sweet Springs Valley Rd, Gap Mills, WV 24941  
[www.sweetspringsresortpark.org](http://www.sweetspringsresortpark.org)

**Please return form by noon on Thursday, Aug. 15, 2019 via email to:**

[michaelbarrick56@gmail.com](mailto:michaelbarrick56@gmail.com) or  
[neom2864@gmail.com](mailto:neom2864@gmail.com)

**If you do not have email, please bring in the form in person to the Sweet Springs Resort office at the above address or mail it so that it arrives by the due date.**

**Please provide the following information:**

Name:

Description of crafts/products and how they are sustainable (Please also provide 3 photographic examples of your product):

Address:

Phone(s):

Email:

Will you be staying for the whole event (our preference)? If not, please indicate the day(s) you will NOT be participating below. Also, indicate if you want a covered or open space.

**PAYMENT:**

Vendors receive 80 percent of sales; 20 percent goes to the Sweet Springs Resort Park Foundation to cover expenses and to help restore and preserve the natural and historical resources of the Park. Payment to the Foundation is required before vendors depart the event.

**ADDITIONAL INFORMATION:**

1. Hours for the craft fair are Friday, Aug. 16 from 5 to 9 p.m., Saturday, Aug. 17 from 9 a.m. to 9 p.m., and Sunday, Aug. 18 from 9 a.m. to 1 p.m.
2. Vendor spaces are 10' x 10'. If additional space is desired, include that request with this application.
3. This event will be held rain or shine. This is an outdoor event with uneven terrain, and possible inclement weather and wind gusts.
4. Vendors are responsible for keeping their booth and area clean at all times. All trash must be properly disposed of in containers provided. Vendors are to notify a forum volunteer when they are ready to depart so that the vending area may be inspected.
5. The Vending area is covered, though uncovered areas are available. Vendors are responsible for providing tables, tents, chairs, shelves, etc. for their space.
6. Space will be allocated in the order that applications are received.
7. Please advise if you require camping space to set up a tent.

### **ARRIVAL AND DEPARTURE PROCEDURES**

As you arrive, look for the signs pointing to "VENDOR CHECK-IN." We will check you in on the first floor of the Sweet Springs Resort under/near the arches.

#### **Check-in Friday:**

Between 1 - 5 p.m.

#### **Check-in Saturday & Sunday**

Between 7 - 9 a.m.

#### **Check out**

1. Advise a volunteer you are preparing to leave. We will assist you in paying your fee to the Foundation and assuring your area is clean and free of debris.
2. All vendors must check out by 3 p.m. on Sunday.
3. Event volunteers are not available to assist with unloading, loading or setting up vendor materials.
4. Advise if you require electricity.

### **DISCLAIMERS:**

1. The Sweet Springs Sustainable Living Forum organizers recognize that becoming sustainable is a huge learning curve for all of us. We do appreciate every effort vendors can make to use and sell locally raised or grown products, organic products and to avoid plastic wherever possible.
2. The organizers are not liable or responsible for damages or losses caused by weather events.
3. The organizers are not responsible for monitoring Vendor booths.

QUESTIONS? Use the email addresses above or call organizers Roseanna Sacco at 304-536-1207 or Michael Barrick at 828-750-5403.

**THANK YOU FOR PARTICIPATING!  
WE LOOK FORWARD TO SEEING YOU!**