

## VENDOR INFORMATION

**DATE:** Sunday, June 10, 2018

**TIME:** 11:00 AM - 5:00 PM

**SET-UP TIME:** 8:00 AM - 10:00 AM  
(All vehicles must be removed by 10:00 AM)

**LOCATION:** War Memorial Park

**CRAFT AREA & FEES:** Outdoors on walkway surrounding the pavilion (**\$15**). Limited pavilion spaces (\$25). (Electrical hookups with pavilion spaces only.); Non-refundable.

**ASSIGNED SPACES:** All selected applicants will be assigned spaces and notified.

**DISPLAY EQUIPMENT:** Any equipment (tables, chairs, tent, etc.) must be provided by participants.

**ELIGIBILITY:** Handcrafted items preferred. Applicants must be 18 years of age. **NO FOOD SALES.**

**INFORMATION:** Contact Lauren Mumaw at Parks & Recreation at (304) 264-4842 (or lauren@mbcparks-rec.org) OR Jennifer Snow (304) 229-6569.

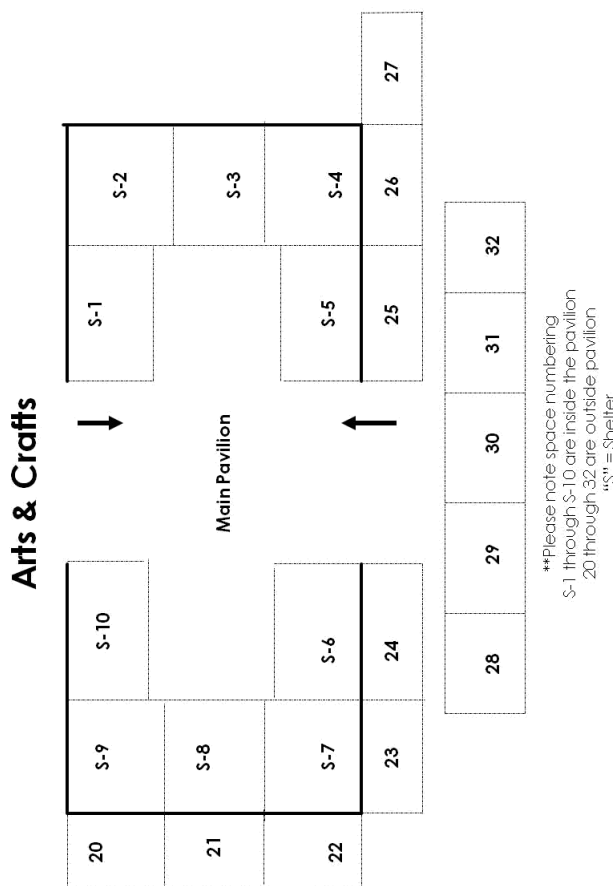
### APPLICATION REQUIREMENTS:

NON-REFUNDABLE payment is required to be submitted along with application. All vendors are subject to approval. \*Fee returned ONLY if not selected.

**CITY BUSINESS LICENSE:** Participants are **\*REQUIRED\*** to purchase a City of Martinsburg Temporary Business License. If you do not have a Martinsburg City Business License, call the City of Martinsburg (304) 264-2131.

**SALES TAX:** West Virginia sales tax (7%) must be collected. You are responsible for collecting, reporting, and paying WV sales tax.

**JUNE JUBILEE** is a family fun day featuring entertainment, car show, arts and crafts, specialty foods and children's attractions!



The Martinsburg-Berkeley County Parks & Recreation Board is not liable for injury to participants in the JUNE JUBILEE, or for damage to vehicles or personal property.



## Arts & Crafts Show

**DEADLINE: June 1, 2018**

(please call after deadline for space availability)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Have you attended before?  Y  N

Will you demonstrate your craft?  Y  N

Describe your crafts \_\_\_\_\_

Please check space you desire:

10' Outdoor Space - \$15.00

10' Shelter Space - \$25.00

**MAKE CHECKS PAYABLE TO:  
 M-BC PARKS & RECREATION**

Mail to:  
 MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION  
 273 WOODBURY AVENUE  
 MARTINSBURG, WV 25404

[www.mbcparcs-rec.org](http://www.mbcparcs-rec.org)

### OFFICE USE ONLY:

Paid Temp. Business License

A: \_\_\_\_\_ #: \_\_\_\_\_ D: \_\_\_\_\_

BOOTH #: \_\_\_\_\_



**SUNDAY, JUNE 10, 2018**  
**11:00 AM—5:00 PM**  
**War Memorial Park**  
**Martinsburg, WV**

# Arts & Crafts

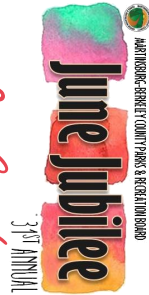
## APPLICATION



Sponsored by:  
Martinsburg-Berkeley County Parks  
& Recreation Board

Directions to War Memorial Park:  
I-81 to Exit 13 King St. East towards  
downtown, turn left onto  
Tennessee Avenue.

Martinsburg-Berkeley County Parks & Recreation  
273 Woodbury Ave.  
Martinsburg, WV 25404



*Arts & Crafts Show*  
**June 10, 2018**

