Charleston Sternwheel Regatta is a free outdoor event featuring national headline concerts, carnival rides and activities at Haddad Riverfront Park, Magic Island and Slack Plaza. This concert event celebrates community with live music, great food, and amazing spirit.

There is a $500.00 fee to participate as a vendor for this event. Please DO NOT sent payment with your application. If your application is approved, you will be sent an invoice.

If you are interested in participating as an art or craft vendor for the **2023** Charleston Regatta, please complete the questions on the attached form and email to [Heidi@charlestonregatta.com](mailto:Heidi@charlestonregatta.com)

All Regatta vendors acknowledge and agree they will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, gender identity, disability, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

Charleston Regatta Inc. has the right to deny any application without cause.

**BEVERAGE POLICY:** Art, Craft and Retail vendors may not sell beverages of any kind from their booth. **No alcoholic beverages will be sold from your booth at any time.**

**PERMITS**: All participating vendors must provide a copy of their current business license Kanawha-Charleston and a current copies of the City Collector’s Office business license**.**

**GREASE/WAX/WASTE:** No grease, wax, gray water or waste is to be poured onto the ground or down any drains. Businesses found doing this will be prohibited from participating future Charleston Regatta Events.

**TRASH**: Vendors are responsible for properly bagging trash within their sales location. The City of Charleston clean-up crew will collect properly bagged trash from your space.

**Electric**: Electric is limited for the Charleston Sternwheel Regatta Market place.

**CITY COLLECTOR’S OFFICE:** All vendors must be registered and in compliance with the City Collector’s Office. **No contract/business will be awarded to a company with a delinquent tax status with the City Collector’s Office. To register or check your status call 304-348-8024.**

**CHARLESTON FIRE DEPARTMENT:** The attached Charleston Fire Department requirements must be followed. ***Please read carefully and sign, as there are updates.***

**All fees must be paid in full by April 30, 2023**

|  |  |
| --- | --- |
| Business Name |  |
| Contact Name |  |
| Mailing Address |  |
| Phone |  |
| Best number to reach you during the Regatta |  |
| Email |  |
| Business & Occupation Tax Account Number |  |
| List previous outdoor retail vending experience? |  |
| Do you have specific electrical requirements (voltage and amperage)? |  |
| Do you have a business license and are registered with the Charleston? *Please attach a copy to this form.* | Yes  No |
| What amount of space will your truck/booth/tent require? Each space is in 10 ft. x 10 ft. increments.  *Please note: You will only be allotted the amount of space you list; measure carefully.* |  |
| Retail Vendors please attach a list of products, including pricing. |  |
| Attach a photo of your retail booth and/or products. |  |
| Please website and list all social media links. |  |
| Authorized Vendor Signature |  |
| Title |  |
| Printed Vendor Signature |  |
| Date |  |
|  |  |

**We certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Name) practices equal employment opportunity and is in compliance with IRCA and has included all enclosures listed below with this application.**

**Season 18:** **May 27, 2022 - September 2, 2022**

**Haddad Riverfront Park, Charleston, WV**

**APPLICATION IS NOT COMPLETE WITHOUT:**

* Signed and completed application
* Photo of booth set up or truck with dimensions
* Liability Insurance certificate & Hold Harmless
* Retail Vendors – List of products with pricing
* Signed Acknowledgement of CFD Requirements for Outdoor Events
* Copies of business license
* Completed and signed Hold Harmless Agreement

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED