

"To restore, preserve, and promote the outstanding natural qualities of the Cheat River Watershed"



CHEAT RIVER FESTIVAL | VENDOR INFORMATION & GUIDELINES

Please carefully review the following information to ensure your preparedness for Cheat Fest. With your help, we look forward to a smooth and successful event!

Hours

Thursday, May 3rd

4pm-9pm – festival grounds will be open for exhibitor set-up.

Friday, May 4th

10am-4:30pm – festival grounds will be open for exhibitor set up

5pm – gates open to the public.

5:30pm-10pm – music and activities

Saturday, May 5th

8am – grounds open again for exhibitor set-up.

11am – Set-up to be complete

11:30am – gates open to the public

Noon – music begins

11pm – music and festival ends

Vendors are asked to wait until Sunday in the daylight to leave. It would be tragic to have an injury or death due to moving vehicles through a crowd in the dark. Talk to the festival coordinator for special accommodations.

Sunday, May 6th

Noon – Vendors should be cleaned up before noon

Vendor Perks

Vendors are entitled to free fest entry and on-site camping privileges for two people. These tickets will be listed under the vendor name on the will call at the back gate. Additional fest tickets may be purchased online, at a satellite location, or at the gate. For additional tickets, visit cheatfest.org.

Vendor Guests and Vendor staff turnover

Vendors will receive only two wristbands for each day. If you would like to leave and have new people manage your vendor booth, they must purchase tickets at the gate or online beforehand. Guests who arrive separately from vendors must pick up their wristband from the back gate and then park in public parking.

Silent Auction Donations

We strongly encourage able vendors to donate items to our silent auction. As you know, Cheat Fest is the main annual fundraiser for Friends of the Cheat, and we sincerely appreciate and depend on your in kind

contributions, small and large. Any vendor who is donating merchandise should indicate as such on their registration form. All donations should be brought to the FOC office (119 S. Price St., Kingwood, WV) by April 30th, or to the FOC pavilion at the Fest Site before 11:00am on Friday, May 5th, 2018, or by 11:00am on Saturday, May 5th, 2018. Thank you for your donations!

Location

The Cheat River Festival grounds are located at the confluence of Muddy Creek and the Cheat River just north of Albright, West Virginia. From Highway 26 take Beech Run Road down toward Muddy Creek (*This is a very tight turn when coming from the north and we recommend driving past Beech Run Rd about a half mile and turning around at either Cheat Canyon Campground or Wilderness Voyageurs Parking*). On Beech Run Road, take the first left right before the creek, into and through Teter's Campground to the back gate of the festival. There will be plenty of signage to guide your way. A detailed map is found at <http://cheatfest.org/accomodations/directions/>.

Set-Up

The festival site will be open for setup according to the hours listed above. **Festival participants must complete all booth setup by 4pm on Friday, May 4th, or by 11am on Saturday, May 5th.** Public festival hours are 5:30pm to 10pm on Friday, and Noon to 11pm on Saturday. Please read break-down instructions carefully.

Booths

Upon arrival at the festival site, please report to the back gate (vendor entrance) to check in and get assistance locating your booth. Exhibitors are required to bring their own canopy, tables, electric cords and/or display facilities. **All tents, merchandise, and materials belonging to vendors must be properly secured. Vendors must stake down their tents! FOC is not responsible for lost or damaged personal property.** Wooden stakes in the ground mark the front line and sides of your booth(s); a stake flag has a number and letter to designate your place. Please ask for assistance correctly locating your site. Your display should not project forward of the stakes, which are set back roughly 10 feet from the overhead lights.

Lighting and Power:

General overhead lighting for the festival is provided. Please bring your own heavy-duty extension cords (up to 100') if any additional power is needed. Please note that our available power is limited, and we cannot unconditionally guarantee that you will be able to use power-intensive equipment. To help avoid power outages during the festival, booths must be set up by 11 am on fest day.

Security

Uniformed officers will provide minimal security for the entire area and will patrol during festival hours. Lock up what you want to keep. **Friends of the Cheat is not responsible for lost, stolen, or damaged items.**

Parking

Due to limited parking, **one vehicle per vendor** is permitted into the festival area. Most vendors can park behind their booths. For the safety of festival goers, driving in and out of festival grounds is only permitted on designated pathways by permitted vehicles, and should be limited. PLEASE RADIO THE VENDOR COORDINATOR BEFORE MOVING YOUR VEHICLE. Let's keep everyone alive.

Camping

Free camping is available on-site for vendors (two people per booth; one vehicle per booth), artists, musicians, and selected volunteers. A lovely grassy strip by the river with several fire rings is available for use. Port-a-johns and a sink for hand washing are provided; be sure to bring your own drinking water. If you plan to camp out, please let the back gate know when you check-in. Tent camping in the parking area is not permitted. Camping for the public is available within walking distances at Teter's Campground (304.329.3621) and Cheat Canyon Campground (304.329.6522). During Cheat Fest weekend these public campsites are available on a first come, first served basis; visit <http://cheatfest.org/accomodations/accomodations/> for details.

Breakdown & Cleanup

Please plan to vacate the Cheat River Festival site by noon on Sunday, May 6th. **Each exhibitor is responsible for removing all trash from the vicinity of his or her booth, and transporting it to the dumpsters/recycling/compost.** Recycling bins are available for plastic bottles, cardboard and aluminum. SORT YOUR OWN. Glass recycling is NOT available and glass will NOT be accepted in trash dumpsters.

Driving your vehicle during public festival hours is strictly forbidden (5-10pm Friday and 11:30am to 11:00pm Saturday). If you MUST leave at any time once you are set up, you must note this in your application. If you do not note this, you will be parked behind your booth and you WILL NOT BE PERMITTED TO MOVE YOUR VEHICLE UNTIL SUNDAY MORNING. If you do not want to camp Friday or Saturday night you must either be parked in the day parking on site, or you must make arrangements for a safe departure with the Festival Coordinator or Vendor Coordinator. Please discuss this with the vendor coordinator upon arrival.

Alcohol

Alcohol is permitted on site, but kegs should not be present in vendor booths during festival hours. Please drink responsibly and be discreet, as this is a family-friendly festival.

Ice

Ice will be available for sale for \$3.00/ 7 lb bag. Non-potable water is available on-site. Please bring your own drinking water.

Health Department Requirements

Food vendors will be required to pay \$50 on the day of the festival for a Preston County Health Department Permit. The inspector will arrive Saturday to distribute these. Food Services already permitted in Preston County will not have to get another permit.

In order to pass Health Department inspection all food vendors must have the following:

- Some type of temporary hand washing set up - can be as simple as Gatorade cooler with hot water in it, bucket setting under it, soap, and paper towels.
- Cover over food preparation – can be an easy-up tent
- Three bowl sink – three dish pans with some dish detergent and bleach for sanitizing (you don't have to have it set up)
- Ability to keep cold food cold and hot food hot

Contact the Preston County Health Department with questions.

Compostables

All dinnerware must be compostable! This include straws and cutlery!

Festival Wide Rules

- **No Pets.** We love animals too – but the festival is not a safe or appropriate place for our furry friends. Please leave them at home.
- **No Glass.** We are unable to recycle glass and are not willing send it to the landfill. Please do not bring glass.
- **No Fireworks.**
- **Please, limit your use of disposable, single-use items such as plastic bottles, plastic bags, etc.**
- **Do not drive your vehicle on the festival grounds during festival hours.**

We seek to keep Cheat Fest a fun and successful event for everyone involved. If you have special needs, please contact us and we will do our best to accommodate them.