Beckley’s Coffee & Tea Celebration
Downtown Beckley Event - Saturday, April 4, 11:00 am – 2:00 pm

You are invited to be a part of Beckley’s 2nd Coffee & Tea Celebration hosted by Beckley Events and local coffee and tea shops/vendors. Our first coffee and tea celebration in 2019 was a success and we look forward to growing the event! Please consider using this opportunity to promote your business or organization.

Coffee and tea participants may offer samples in exchange for tickets during the event. Attendees purchase tickets for samples (5 for $5), and the drink/dessert participants collect their tickets in exchange for samples. Participants will be reimbursed 50 cents per ticket collected after the event. Beckley Events can provide the sample cups (for 3 oz samples). Participants may sell larger drink cups or dessert portions, other food or items, and/or take orders at their booth/business. Participants should probably plan to bring enough coffee/tea/dessert for approximately 150 to 200 samples (can be 150 to 200 samples of one product or a combination of products i.e. 100 coffee samples & 100 tea or dessert samples), plus bring extra product to sell in larger cups on your own. You may accept the tickets for samples of an optional coffee/tea-infused dessert if you wish. Musicians, a car show and coffee/tea workshops may be part of the event. April 4 is also Beckley’s Birthday! A few food trucks, honey vendors, authors and artists may be accepted as well. We hope you will take advantage of this great opportunity to promote your drink/dessert/business!

Date/time: Saturday, April 4, 11:00 am – 2:00 pm, or while supplies last (Set-up 10:00–10:45 am).

Location: Block of Neville Street from Woodlawn Ave to Heber Street & inside businesses along Neville Street. Outdoor spaces along the street will be available for booths; a few vendors may set up inside of a building on Neville Street.

Tickets: $5 for a strip of five sample tickets that may be used for drinks & desserts. Proceeds split with vendors - Vendors will receive 50 cent per ticket collected (week after event with W-9 on file for a City of Beckley account). Vendors may sell larger portions of their items.

Please follow all requirements of the Health Department. Non-restaurant participants need to contact the Health Department (304-252-8531) to find out if a temporary food handling card is needed for your items. Space is limited, so if you are interested in participating, please complete the attached registration form as soon as possible.
Coffee & Tea Celebration Registration Form

__ Yes, we would like to participate in the Coffee & Tea Celebration on Saturday, April 4 – block party on Neville Street:
   __ Coffee/tea vendor – agree to offer samples in exchange for tickets; participants may sell larger portions of drinks and desserts; (no set-up or participation fee)
   __ Food truck or specialty food vendor ($20 booth fee or no fee if offering free samples in exchange for event tickets)
   __ Author or Artist ($10 fee): __ set up outdoor booth; or __ prefer to set up inside

Name of business or organization ________________________________
Address ________________________________
Contact person ________________________________
Phone __________________ Fax __________________
Email __________________
State Tax ID # or FEIN #: ________________________________
List type(s) of drink samples you plan to offer: ________________________________
List optional coffee/tea-infused dessert: ________________________________
List items that you would like to sell: ________________________________
List any activities that you may like to offer at your booth/business: __________________
List any workshop(s) or discussions that you would like to present regarding coffee or tea:

Booth options: __ Inside our business – List address ________________________________
   __ Outdoor along street - Please bring your own table, chairs & tent covering.
   __ Prefer an indoor location regardless of the weather
Do you need electricity? __ Yes __ No

If we do more event t-shirts, would you be interested in being a t-shirt sponsor ($40)? __ Yes __ No. If interested in being a shirt sponsor, please notify us & provide logo by March 1.

To reserve your space, please return this form to Beckley Events, P O Box 5015, Beckley, WV 25801 or fax to 304-256-1816 by March 20. For more details, call Jill at 304-256-1776 or email jmoorefield@beckley.org.