



Beckley's Coffee & Tea Celebration

Downtown Beckley Event - Saturday, April 6, 11:00 am – 2:00 pm

You are invited to be a part of Beckley's Coffee & Tea Celebration hosted by Beckley Events and local coffee and tea shops/vendors. 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 100 samples (It can be 100 samples of one product or be a combination of products i.e. 50 coffee samples & 50 tea or dessert samples), plus bring extra product to sell in larger cups. You may accept the tickets for samples of an optional coffee/tea-infused dessert if you wish. Music and coffee/tea workshops may also be part of the event. A few food trucks, honey vendors and book authors may be accepted as well. We hope you will take advantage of this great opportunity to promote your drink, dessert, and your business!

Date/time: Saturday, April 6, 11:00 am – 2:00 pm, or while supplies last (Set-up 10:00–10:45 am).

Location: Block of Neville Street from Woodlawn to Heber & inside businesses along Neville Street. Outdoor spaces on the street will be available (weather-permitting); a few vendors may set up inside of The Raleigh Playhouse & Theatre.

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 6 – 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 0 fee if offering free samples for tickets)

Book author: will set up outdoor booth; or would like to set up inside of a business

Name of business or organization _____

Address _____

Contact person _____

Phone _____ Fax _____

Email _____

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 at The Raleigh Theatre regardless of the weather

Do you need electricity? Yes No

If we make event t-shirts, would you be interested in being a t-shirt sponsor (\$50)? __ Yes __ No
If interested in being a shirt sponsor, please notify us 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.