

Beckley Events

P O Box 5015

Beckley, WV 25801

Phone: 304-256-1776

Fax: 304-256-1816

www.beckley.org



Attention: Potential Sponsors, Vendors, Restaurants, & Organizations

You are important to the success of our events. Below is a list of 2022 events with vendor & sponsor opportunities. If you are interested in participating, please complete the attached form and return it to us as soon as possible.

2022 Tentative Vendor Events:

April 23 - *Coffee & Tea Celebration*, separate registration form

May – **Rhododendron Festival** - *Sweet Treats (tentative May 14) and RhodoBoogie Car Show (tentative May 28)* – separate registration form for Sweet Treats Dessert Event

June – August – **Fridays in the Park** – lunch concerts at Word Park on Neville Street – 11:30 am - 1:00 pm – limited vendor space (past vendors have first preference)

June 18 – *National AACA Car Show* – vendor opportunities limited – selected by local AACA club

Mid-July – September – **Uptown Tailgate Farmers Market / Pop-up Shops** – *Tentative days/hours: Mon-Wed-Fri 3:00 – 5:30 at the Beckley Intermodal Gateway Plaza; no set-up charge; Produce vendors, contact WVU Ext. 304-255-9321; Pop-up shop vendors, contact Beckley Events*

July 30 (tentative) – **Cruise-in Car & Bike Show** – Word Park, Neville Street area – 5 – 8 pm

August 27 (tentative) – **Appalachian Festival Street Fair** – 5:30–8:30 pm – music & vendors

September 10 – **Kids Classic Festival** – Kids Street Fair – 10 am–2 pm, Main Street

October 1 – **Chili Night**, 5:00-8:30 pm (separate registration)

Please try to send in vendor registration forms at least two weeks before the event. Health Department permits or approval may be necessary.

Beckley Events Vendor Opportunities Form



Vendors:

Vendor Membership Package (*discounted*): includes all Fridays in the Park, plus May Rhododendron & July Car Shows, Appalachian Street Fair, & Kids Classic Festival:

Business \$100 Non-profit / Individual \$75 Downtown business

Per event vendor fee:

Check one: Business Non-profit / Individual Downtown business

Specify event(s):

May RhodoBoogie Car Show \$10

June Car Show (limited - organized by AACA) \$\$

July Car Show \$20

August Appalachian Street Fair \$20

Sept. Kids Classic Festival \$20

Complete separate registrations forms: Coffee & Tea Celebration Sweet Treats Chili Night

Fridays in the Park: \$10 per week or \$40 for all in the series Downtown business (no charge)

Note: Limited number of spaces; past vendors & uptown businesses get first preference

Type of Vendor: Food (health card / permit needed for food); specify food:

Other - specify products:

Name of Vendor _____

Address, City, State, Zip _____

Contact Person _____ Phone _____

Fax _____ Email _____

WV Tax ID or FEIN # _____

Total fees \$ Enclosed Please invoice me Payment plan

Please make checks payable to **"City of Beckley."** Fax form to 304-256-1816; Mail to P O Box 5015, Beckley, WV 25801; Call 304-256-1776 or email jmoorefield@beckley.org



Sponsorship:

(check preferred level / event) - Sponsorship benefits may include listings on flyers, print ads, publicity, mention on radio / television / social media, t-shirt, banner, booth space during events and other perks based on level of support. (Media trades - Media provides advertising for the event in the value)

\$800-\$1000 = Gold Level - Benefactor - includes two of our Major Event Sponsorships.

List events: _____

\$400-\$500 = Silver Level - Major Event Sponsor - check event: Rhododendron Festival

Appalachian Street Fair Kids Classic Festival Chili Night

\$200 = Bronze level co-sponsor - Car & Bike Show or Appalachian Festival Street Fair – date _____

\$150 = Kids Classic Games Arcade Sponsor level - contact United Bank

Name of Sponsor _____

Contact Person _____

Phone _____

Email _____

All event food vendors need to check-in & obtain a permit with the Beckley-Raleigh County Health Department prior to events – Located in the Elinor Hurt Health Center at 1602 Harper Road, Beckley, WV 25801;
Phone 304-252-8532

Beckley-Raleigh County Health Department Temporary Food Vendor Checklist

All food vendors must have these items prior to inspection at the event:

1 – Application submitted with permit fee paid. Fees may be paid to the Beckley-Raleigh County Health Department: In person, by mail, by phone or on-line – www.beckleyraleighhealthdept.org – go to “Pay My Bill”

2 – Food stem thermometer 0 degrees – 220 degrees F.

3 – Hand wash station – must be convenient and accessible. As a minimum, the following should be provided: warm water, soap, individual paper towels, and bucket to collect dirty water. For example, an air pump thermos or jug of warm water with a turn spot may be used to dispense warm water.

4 – Sanitize water or wipes.

5 – Hair restraints (ball cap, visor, net).

6 – Individual single use gloves.

7 – A current Food Worker Training card must be held by at least one person on-site. This person **MUST** be on-site **AT ALL TIMES** during the event.

Hot food must be cooked and or re-heated to 165 degrees F and held at 135 degrees F.

Cold food must be held at 40 degrees F or below.