



Beckley's Coffee & Tea Celebration **Downtown Beckley Event – April 22, 11:00 am – 2:00 pm**

You are invited to be a part of Beckley's 3rd Coffee & Tea Celebration hosted by Beckley Events and local coffee and tea shops/vendors. Our first two coffee and tea celebrations were successful, 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 drink/dessert participants collect their tickets in exchange for samples. Participants will be reimbursed 50 cents per ticket collected after the event. Beckley Events will provide the sample cups (3 or 4-ounce samples). Participants may sell larger drink cups or desserts, other food or items, and/or take orders at their booth/business. Participants should plan to bring enough coffee/tea/dessert for approximately 120 to 200 samples (can be 120 to 200 samples of one product or a combination of products i.e. 75 coffee samples & 75 tea or dessert samples), plus bring extra product to sell in larger cups/portions on your own. You may accept the tickets for samples of optional coffee/tea-infused dessert if you wish. Food trucks, honey vendors, authors and artists are encouraged to attend as well. Music, activities, and maybe a car show are planned. We hope you will take advantage of this opportunity to promote your drink/dessert/business/organization!

Date/time: Saturday, April 22, 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, Heber Street to block of Main Street in front of the courthouse. Outdoor spaces along the street/sidewalks available for booths, plus downtown business participation.

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 (reimbursed 1-2 weeks after the event – must have a vendor form and 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 (by April 4).

REGISTRATION FORMS are also ON-LINE at www.beckley.org, Click on “Beckley Events”.



Coffee & Tea Celebration Registration Form



Yes, we would like to participate in the Coffee & Tea Celebration on Saturday, April 22:

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 or Activity booth (\$10 fee): set up outdoor booth; or prefer inside

Seating sponsor (will supply at least 2 tables and 8 chairs for attendees to use)

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 downtown business – List address _____

Outdoor along sidewalks - Please bring your own table, chairs & tent covering. – If you have a preferred street location, please circle: Neville Street, Main Street, or Heber Street

Prefer an indoor location regardless of the weather, if available

Do you need electricity? Yes No

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 April 4. For more details, call Jill at 304-256-1776 or email jmoorefield@beckley.org.