



VENDOR APPROVAL FORM
Shawnee Sports Complex
One Salango Way, Dunbar, WV 25064

Contact Name: _____

Business Name: _____

Phone Number: _____

Address: _____

Email: _____

Federal Identification Number: _____

Description of Vendor Setup (please send picture of booth): _____

Vendor Information

There is no fee to participate as a vendor at this event.

Please note the following vendor guidelines:

- Vendors may not sell products or services on-site. Vendor participation is intended for community engagement, promotion, and distributing information or promotional materials.
- Vendors are encouraged to hand out candy to event attendees.
- Power will not be available for vendor spaces. Vendors should plan accordingly and bring a generator if they need power.
- A Vendor Approval Form must be submitted to the Shawnee Sports Complex for approval. Shawnee reserves the right to approve, modify, or deny any vendor request to operate at Shawnee Park.
- Vendors must be current on all applicable county taxes and are solely responsible for obtaining and maintaining any licenses, permits, or certifications required for their participation.
- At Shawnee's discretion, vendors may be required to provide proof of insurance and/or obtain additional event insurance, including a certificate of insurance listing the Shawnee Sports Complex and Kanawha County Commission as additional insureds.

I certify that the information provided is true to the best of my knowledge.

Signature

Date
