

Kingwood Volunteer Fire Department, Inc.  
Sponsor of the Preston County Buckwheat Festival  
Contract for Arts & Crafts Sales Booth  
September 25-28, 2025

Please complete all information (type or neatly print in ink).

Name(s): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Webpage: \_\_\_\_\_  
Email: \_\_\_\_\_

List your 5 Best Shows

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List shows that you have attended in the last two years.

Name of Show Date Gross Sales

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List awards that you have received for your craft, your demonstration, or your display.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the craft that you are submitting for jurying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you demonstrate your craft?

\_\_\_\_\_  
\_\_\_\_\_

Applying for \_\_\_ INSIDE SPACE \_\_\_ OUTSIDE SPACE Do you need electric? \_\_\_ yes \_\_\_ no

List the minimum space you can effectively exhibit in: \_\_\_\_\_

Describe any specific requirements that you may have. \_\_\_\_\_  
\_\_\_\_\_

Inside spaces are approximately 100 square feet in varying depths and widths.

Enclose a non-refundable\* check or money order made payable to KVFD for your booth space. Please see fee information on p. 3.  
There have been some changes made for outdoor vendors. There is a \$150 minimum commission per exhibitor.

I hereby apply for entry into the Preston County Buckwheat Festival Arts & Crafts. I have read and will abide by the REGULATIONS FOR EXHIBITORS. If I am not accepted, my deposit will be returned to me.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Kingwood Volunteer Fire Department, Inc.  
Sponsor of the Preston County Buckwheat Festival  
Arts & Crafts Fair 2025  
REGULATIONS FOR EXHIBITORS

Beginning annually on the last Thursday in September, the fair is held in the KVFD Community and Rhododendron Building located at 115 Brown Avenue, Kingwood, West Virginia.

#### HOW TO ENTER

- Return your application by **March 15, 2025**. We will notify you of the decision to accept by May 1, 2025 You will need to submit pictures/samples in the event you were not a vendor in 2024. This does not automatically, however, assure you a spot in the fair.
- Complete all parts of the application form.
- Enclose the required pictures/samples for each category to be juried. Enclose a sample of each agriculture product to be juried. See details below.
- Enclose a check or money order for your booth fee (non-refundable unless the fair is canceled) made payable to KVFD. If you are not accepted, the deposit will be returned to you. In the event you cancel within 60 days of the fair you forfeit the deposit. Also, you need to remember that there is a minimum of \$150 per exhibitor in commissions, and the booth fee will not be deducted from the commission fee.
- Sign the application.
- Mail all the above to:  
Stacy Borrer  
106 Orr Avenue  
Kingwood WV 26537

#### APPLICATION JURY

Demonstrations are an integral part of the Buckwheat Festival's presentation Arts & Crafts. While we realize the impossibility of demonstrating all facets of many crafts, we do believe all crafts have some aspects which would interest festival attendees in the form of demonstration. Demonstrations, therefore, become an important factor in the acceptance of craftsmen.

#### NON-AGRICULTURAL CRAFTS

Four photos are accepted per artist per category. They should accurately represent individual works. The fourth, showing a fully stocked display, must be up-to-date and show the scale and body of your work, as well as its presentation. These photos will be kept for future reference.

#### AGRICULTURAL CRAFTS

One photo, up-to-date and showing a fully stocked display, and one labeled sample of your product in each category will be accepted. The photos will be kept.

#### **SELECTED STANDARDS**

#### NON-AGRICULTURAL CRAFTS

Crafts should be original and made by hand or with the necessary and appropriate tools. The basic criteria used in evaluating crafts are:

1. Quality of materials, overall artisanship, the toughness of finishing techniques, and sensitivity in the given use of a craft media.
2. General excellence of concept, design, and execution.
3. Originality of design, adherence to traditional designs and good functional and/or decorative designs.

Examples of crafts that are not acceptable and do not fall within the handcrafts criteria are:

- pieces assembled from a kit
- ceramic pieces made from commercial molds
- using hot glue as a primary method of attaching parts
- leather that is not hand crafted
- offset prints
- commercial reproductions
- commercially cast jewelry
- commercially made forms, products, or setting of any kind

### Soft Drink Sales

Only Pepsi products will be sold at the Preston County Buckwheat Festival. If you choose to sell a Pepsi product, you MUST purchase these from KVFD to sell at your booth. The KVFD sells only bottles of Pepsi products, therefore only bottles will be sold. No fountain drinks will be served from vendors.

### AGRICULTURAL PRODUCTS

Agricultural products such as vinegar, syrups, jellies, butters, candies, honey or honey products, flours and meals, baked goods, herbal products, bath and body products, and gourmet products must meet the requirements of the WV State Department of Agriculture and the WV State Department of Health.

Questions, including a request for publication Consumer Package Label Requirements may be directed to the WV Department of Agriculture, Marketing and Development Division, 1900 Kanawha Blvd. E., Charleston, WV 25305-0178 or phone at 304-558-2210.

The basis criteria used in evaluating agricultural crafts are:

1. Taste, or appropriate sensory quality
2. Packaging, including appropriate labels which show:
  - a. Name of product
  - b. Either exhibitor's name and complete address OR exhibitor's name, city, and telephone #
  - c. Quantity of product, such as weight or jar size
  - d. Ingredients listed in descending order by weight
3. Presentation and display of products

### PARTICIPATION RULES

All work MUST be designed and executed by the accepted artist.

We would like to explain our position on requiring your products to be designed and executed by the artist. Our goal is to provide the public with an opportunity to observe various artists demonstrating their talents and skills while creating works of art or crafts; to provide the public with the opportunity to purchase works designed and created by you. We realize some of the work you produce requires accessories that are manufactured, and this is acceptable. However, if the main component of your product is commercially manufactured, your application may not be accepted. Your application and photos must demonstrate to us the main component of your art or craft as a result of your particular talent. The public attends the Buckwheat Festival Arts & Crafts Fair to purchase "handmade" items. It is our responsibility to ensure the quality and integrity of the show remains a true "Arts & Crafts Fair."

The Artist(s) MUST be present with their work for the entire four days of the fair during the following hours:

Thursday, September 25	12 noon to 10 pm
Friday, September 26	10 am to 9 pm
Saturday, September 27	10 am to 9 pm
Sunday, September 28	10 am to 4 pm

No vehicles will be permitted in the courtyard or driveway during the festival operating hours. Failure to observe the safety precautions and the traffic instructions of our traffic director at all times shall disqualify the artist from future participation in the fair.

No booth or display may be dismantled or removed from its assigned space prior to 4 pm on Sunday.

Artists may show work only in the category approved. Artists may not sell items that are not on their application.

Photos must represent the work to be shown.

All work must be for sale.

Exhibitor's booth must not interfere with adjacent exhibitors.

All crafters, both in West Virginia and out of state, are responsible for collecting WV sales tax on all sales made at the festival. There is also a 1% tax for the city of Kingwood that you will need to incorporate. You are responsible for having your WV Business License with you at the fair. A representative from the WV State Tax Office routinely checks with each artisan at the fair. In recent years they have requested artisans' names and addresses be sent to them electronically.

As per the requirement of Kingwood Volunteer Fire Department's insurance company, all vendors must have insurance naming KVFD as the event. This is required and must be shown to the co-chairs of the Arts and Crafts before you set up.

Each exhibitor must keep sales records according to procedures established by the Festival Arts & Crafts Committee.

The Committee reserves the right to make a termination on any of the above rules. It also reserves the right to accept or decline any applicant as it deems necessary and may remove all or part of an exhibit that it deems in violation of the participation rules.

#### FEES

The Preston County Buckwheat Festival shall receive 15% of total gross sales from each booth and 10% of orders taken at the show. A non-refundable deposit of \$25 per space made payable to KVFD must accompany your application (If you are requesting 2 spaces, include \$50). There is a minimum of \$150 per exhibitor in commission and the booth deposit will not be deducted from this.

If you have a space outside on the pavement behind the Community Building, your cost for this space has increased to \$250.

## SPACE ASSIGNMENT

Space is on an assigned basis only and cannot be divided, sold, or given to another artist. Two artists may share a space if both have applied and been accepted by the jury. Please indicate this information on the application. Requests for specific spot locations will be considered, but not guaranteed to be granted.

## INDOOR SPACES

An open space of approximately 100 square feet is assigned to each exhibitor. Every effort is made to respond to special needs. Please indicate any request on your application form. Exhibitors should bring their own set-up, including tables, chairs, backdrops, shelving, etc. Be creative in your set-up as this may positively add to the atmosphere and entire interest of your exhibit.

## OUTDOOR SPACES

Open air spaces on pavement are assigned based upon utility requirements and vehicle size.

## AT THE FESTIVAL

Setup-The exhibit area will be open for setup on Wednesday from 8 am to 5 pm. It will reopen on Thursday at 8 am.

Departure-If possible, please have your things packed and out of the building by 7 pm Sunday. Bring extra hands to help tear down if you anticipate it will take longer.

Parking- A daily parking pass will be issued to each exhibitor.

Security- Security will be provided at night, however, fixtures and/or artwork left overnight will be done so at the exhibitor's risk. The festival sponsors do not carry insurance to cover artists' personal property.

Light Refreshments- Coffee and light refreshments will be provided in the exhibitor's lounge daily.

We do not provide change. Please plan accordingly.

2025 Buckwheat Festival Arts & Crafts Fair  
Kingwood Volunteer Fire Department  
115 Brown Avenue  
Kingwood, WV 26537

Contact Cathy or Stacy for questions. Cathy [Csrobins@k12.wv.us](mailto:Csprobins@k12.wv.us) Stacy [slborror@k12.wv.us](mailto:slborror@k12.wv.us)