

# New River Festival Vendor FAQ

---

**When:** May 13, 2023

**Operation Hours:** The vendor area is located at the resort center area by the waterpark and Lost Paddle Bar & Grill. Hours of operation for the vendor midway will be:

- Saturday 10 am – 9 pm

**Where:** ACE Adventure Resort  
1 Concho Road, Minden WV 26879  
Visit [aceraft.com](http://aceraft.com) for directions

## Arrival/Setup

- Upon arrival please check-in at the Welcome Center, the large log cabin you see as soon as you arrive on our property.
- Setup Time Options
  - Friday 5 pm – 8 pm
  - Saturday 7am-10am
- Vehicles will not be allowed at your booth space. You will be able to unload your vehicle within 100 yards of your booth space.

## Camping

- You receive free car camping Friday and Saturday nights with your vendor package.

## Vehicle Storage

- Your vehicle will not be allowed inside the vendor area during operation hours.
- We will provide parking close to the vendor area within easy walking distance to make your life as easy as possible.

## Electricity

- Vendors spaces will have access to 110v service with a 15-amp breaker. Please be prepared to run an extension cord up to 150 feet. If you have specific power needs please coordinate with us.

## Food & Beverages

- No outside food and beverages are permitted into the vendor area.
- **NO OUTSIDE ALCOHOL** is allowed inside the vendor area. It is against the law and will be strictly enforced. Any violation of this law will result in immediate removal from property with no refund. You can bring your own alcohol into the camping area.

### **West Virginia Temporary Food Service License**

- If you are serving food or beverages you will need to obtain a Temporary Food Service License from the Fayette County Health Department. The cost of this license is \$50.00. Expect a health inspector to be on site during setup to check for this license and ensuring proper procedures are being followed.
- You can obtain the SF-5B application form online at <http://fayettehealth.wv.gov/Environmental/Food%20Establishments/Pages/default.aspx>

### **Oak Hill City Municipal License**

- The local municipality of Oak Hill requires you to obtain a municipal license to sell retail goods within the city limits.
- This “Special Store” license is \$5 and can be purchased by filling out the Application for Municipal License.
- Municipal License can be downloaded here <http://cityofoakhill.homestead.com/FORMS.html>
- You will be required to pay quarterly and annual taxes on any revenue gained from this event. The tax rate is currently .39 per \$100.00.
- For questions contact Darleen Richardson at the Oak Hill City Hall 304-469-9541.

### **Security**

- Security will be provided at the resort for the entirety of the event including afterhours.
- You are responsible for the security/protection of your booth and its contents. ACE Adventure Resort will not be held liable for stolen items.

### **Festival Tickets**

- You will receive two vendor passes to New River Festival.

### **Breakdown/Departure**

- Vehicles will be allowed in the vendor area once everyone has cleared the venue Saturday night.
- A representative of ACE will be on hand Saturday night from 9pm – 10pm to assist with vendor breakdown.