



Vendor Application

Please read the Vendor Information before applying. Thank you!

Name of Vendor: _____

Contact name: _____

Doing Business as (Optional) : _____

Email: _____

Address: _____

City: _____

State, Zip _____

Website: (Highly recommended!) _____

Phone (cell preferred) _____ May we send you texts?

WV Business License# _____

Please list your product(s).

Only products you list here will be permitted for sale in your booth.

Price point (min-max):

Would you like to demonstrate your art/craft?

Please consider it; we'd like as much audience engagement as possible. Yes No

Vendor Information

Thank you for your interest in being a vendor at Bringing in the May 2026! Please read carefully.

1. Please be sure your application is complete and your email address is correct. We're not detectives and if your email is incorrect, we won't be able to find you!
2. Deadline for application is February 15 2026.
3. We will notify all applicants of their status by March 1. Please refrain from emailing us unless you haven't heard anything by March 10.
4. Festival is May 16-17 2026 from 11 am -6 pm (hours subject to change). Vendors will be located in Berkeley Springs State Park, which is in the middle of our little town of Berkeley Springs.
5. Vendors must provide all elements to create their booth Space including tables, chairs, canopies, etc. Bringing in the May supplies the physical space only. WE ENCOURAGE vendors to decorate their tent and to wear a costume appropriate for a FAIRY FESTIVAL!
6. All vendors, regardless of where you're from, **must** have a WV Business License. It's \$30 and never expires. It's a rather confusing application, so we've included instructions here. If you have a WV Business license already, be sure to include the certificate number on your application. If you are accepted, we will need an emailed copy of your certificate no later than April 1. **Do not wait for the last minute. It can take weeks to get your certificate, and you will need it to obtain your Town of Bath permit (see below).**
7. Vendors **must** have liability insurance. Most professional vendors already have this, but if you need it, policies are available online for as little as \$50/event. Check out <https://www.actinsurance.com/> We need your emailed Certificate of Insurance no later than April 1.
8. Vendors must also have a Town of Bath Business License. The permit is \$35 and is good for one year (July 1 2025-June 30 2026.) If you already have a Town of Bath Business License of any kind, the application is only \$15. We have attached a copy of the application. If you have any questions, we recommend you call the Town Office at (304)258-1102. We will need this by April 1. Please note that the Town of Bath has a 1% sales tax, in addition to the 6% WV sales tax.
9. There is no electricity provided or available. There is decent cell service for most carriers. In addition, we expect that our remote hot spot will once again be available.
10. Booth set up is Friday, May 15 from noon until dark. Those setting up on Saturday must do so, and have their vehicle moved, by no later than 9:00 am. Detailed instructions will be available later.
11. Vendors are responsible for securing their booths for the overnight and off festival times.
12. Booths cannot be dismantled until closing on Sunday unless prior approval is arranged with the Festival Committee.
13. The 2026 vendor fee
 - a. ~~\$185~~ for a Standard 10x10.
 - b. \$325 for 10x20
 - c. There are absolutely no refunds once you've paid your fee. However, we will be happy to credit your fee towards next year if you're unable to participate this year.
 - d. Deadline for payment is March 30. NO EXCEPTIONS. Upon acceptance, we will send you a payment link or instructions for mailing a check.

14. Weapons and drug paraphernalia are prohibited. Bringing in the May is a family event, so please keep your products "PG." In order to be as inclusive as possible, please refrain from bringing any overtly religious items.
15. Festival will be held rain or shine.
16. We must have your WV Business Certificate, insurance certificate, Town of Bath permit, and payment by April 1. If anything is missing, you will be dropped from the vendor roster. We will have a million things to do by then and no time to chase you!
17. We want to be your favorite festival, so please let us know if you have any questions or concerns. If you have any problems procuring either of your business licenses, please call the State or the Town.

Bringing in the May and/or its sponsors are not responsible for loss, damage, theft, or acts of nature. Paying your vending fee serves as confirmation of vendor's agreement to these terms.

Vendors not adhering to these rules will be asked to leave and will forfeit all vendor fees.

Registering for your WV Business Certificate

First you must register for your account:

Go to <https://onestop.wv.gov/>

1. Click the **Create an Account Here** link
2. Complete the form and click **Register**.
3. Once verification is complete, go back to the Register a Business page and use your new credentials to login.

From this point on, very little will make sense, so just hang in there.

1. Click **Register a Business**
2. Choose **New business**
3. **How will this business operate?** Choose **For profit....Continue** (note, you can also **Save and Exit**, and then continue later.
4. **Activity Category: Choose Service** (weird, right?).... **Continue**
5. **Primary Activity** Choose from the listbox:
 - **71** (arts...) and subgroup
 - **7115** independent...
 - **Click the circle** for **Independent Artists, Writers...Continue**
6. **Would you like your category made available to the public?** Yes (optional)... **continue**
7. **Does the primary business category cover 100% of the business?** Yes...**continue**
8. **Describe your business** in the text box provided... **continue**
9. **Starting point:** Choose **A business formed in WV** (Yes, even if you're from out-of-state)... **continue**
10. **Check Exemptions:** Probably **No** but if you want to double-check choose Yes)....**Continue**
11. And **Continue** again...
12. **Who will control this business?** **Only one person...** continue
13. **Business structure:** **Sole proprietorship...** continue
14. **Employees:** **NO...** continue and continue again....
15. **Business name** Your business name or your name
16. **Any DBA?** **No...** continue
17. **Existing Business Identification Number:** **No Number has been assigned...** continue and continue again
18. **Request Business Id Number?** **SSN preferred...** continue
19. **Type your SSN...** continue
20. **Actual Physical Location:** **Your home/business address** (Note that although it says "No PO Boxes" there are instructions for how to type it as part of an address !!!!)
21. Complete all fields. For **WV County:** choose **Out of state (all the way at the bottom of the list) or your WV county**
22. **Mailing address..complete all fields...** continue
23. **Owner Information:** complete your information... continue
24. **Domestic Business Background Have any owners ever owned a business in WV?** **No**
25. **Domestic Business Background (con't)** **All new...** continue
26. **Date, any date...** continue
27. **Gross revenue expected at this location:** whatever you think!...

28. **Counting all business income for the previous year at any location has this business grossed over \$4,000?** Yes or No... continue
29. **Retail Sales or Service: Does this business have a location in WV from which you will..... NO...** continue
30. **Special Products Sale: Will this business sell at either wholesale or retail or consume for business operations any of the following products ?** None of the above... continue
31. **Special Business Activities:** None of the above... continue
32. **Specialized Services:** This Business does not engage...continue
33. **Other Special Questions:** No and No... continue
34. **Tax Year End:** December... continue... continue again
35. **Please confirm that you will have no employees** No employees... continue
36. **Where will Payroll records (you know, for those nonexistent employees lol) just choose a location,** this question is stupid... continue
37. **Same with this. What unemployment? ...** continue
38. **Are you a scrap metal dealer?** No... continue
39. **Veteran Status:** Yes or No...continue
40. **Company website:** you know, your website!... continue
41. **Would you like to be contacted by a business coach?** NO.... continue
42. **Young entrepreneur?** No... continue
43. **Complete the rest of the information (hint, "Capacity" is your title)....**Review Registration

Then check out and pay the \$30. That's it, you're done. I believe your certificate will be emailed; it will take up to 2 weeks, so don't procrastinate! Don't forget to send us a copy!



BUSINESS LICENSE APPLICATION

TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

LICENSE EFFECTIVE DATES: **JULY 1, 2024 TO JUNE 30, 2025**

Please Print or Type

OFFICIAL USE ONLY

Fiscal Year _____
License No. _____
New _____ Renewal _____
License Fee \$ _____
Date Issued _____

FULL NAME OF BUSINESS: _____

CORPORATION NAME / DESIGNATED OPERATOR: _____

BUSINESS PHYSICAL ADDRESS (Do not use PO Box): _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____

CELL PHONE: _____

OWNER OR CORP HQ PHONE: _____

BUSINESS EMAIL: _____

DOES YOUR BUSINESS HAVE AN AED:
DOES YOUR BUSINESS HAVE AN ALARM:

Business License Category

Check All Applicable Categories Below:

General Business (WV Code 8-13-4):

_____ General Business \$ 20.00

Short-Term Rentals (Town Ordinance 2024-03-08):

_____ Short-Term Rentals \$ 200.00

Beer (WV Codes 11-16-9 & 60-8-3):

_____ Class A Retail Dealer \$ 150.00

_____ Class B Retail Dealer \$ 150.00

_____ Private Wine Restaurant - Wine & Intoxicating Beer Only \$ 400.00

_____ Beer Distributor \$ 1,000.00

_____ Brewery Producing 12,500 Barrels or Less \$ 250.00

_____ Brewery Producing 12,500 Barrels or More \$ 1,000.00

Retail Liquor Outlet (WV Code 60-3A-12):

_____ Class A Liquor Store \$ 1,500.00

_____ Class B Liquor Store \$ 1,500.00

Wine (WV Code 60-8-3):

_____ Retail Wine Sales \$ 150.00

_____ Wine Distributor \$ 2,500.00

_____ Wine Specialty Shop \$ 250.00

_____ Wine Tasting \$ 150.00

_____ Private Wine Restaurant - Wine Only \$ 250.00

Private Clubs (WV Code 60-7-6):

_____ Less Than 1,000 Members \$ 750.00

_____ More Than 1,000 Members \$ 1,250.00

_____ Fraternal, Veterans, Non-Profit Serving \$ 500.00

Fairs & Festivals (Town Ordinance 2024-04-01):

_____ Multi-Day Fair or Festival (Per Event) \$ 35.00

*Fee of \$15.00 if already have Business License

See BUSINESS LICENSE APPLICATION INSTRUCTIONS For More Info

Type of Business/ Items Will Be Selling:

The Business License fee can be paid online via our QR Code, on the website at www.townofbath.org, or mailed to the Town Hall at:

Town of Bath
271 Wilkes Street
Berkeley Springs, WV 25411

The Business License application can be presented in person, emailed to townofbath@wvdsi.net or sent by mail with all supporting documentation and payment to:

Town of Bath
271 Wilkes Street
Berkeley Springs, WV 25411

With the Business License Application, please include a copy of your WV State Business Registration Certificate and/or any other applicable documents. *To see if this is applicable to you, please see the BUSINESS LICENSE APPLICATION INSTRUCTIONS.

Pay Now
using our
QR Code!



Authorized Signature of Business: By signing below, I do hereby certify and declare, under the penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

Signature of Business Owner or Authorized Agent

Title

Date