



229 West Main Street, Salem, WV 26426 | (304) 782-1318 | SalemWestVirginia.com

City of Salem Event Vendor Application & Agreement

Event Information

Event Name: City of Salem – Fourth of July

Event Date(s): Friday, July 3rd, 2026

Event Location: Salem Depot Park – 150 East Main St., Salem, WV 26426

Event Hours: 9a – 11a = Vendor Set-up / 12p = Parade Start / 1p – 7p = Main Event time

Vendor Information

Business/Organization Name: _____

Vendor Contact Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Website/Social Media: _____

Vendor Type

Please check all that apply:

Food Vendor

Farm/Produce Vendor

Craft Vendor

Commercial Business

Retail/Merchandise Vendor

Other:

Non-Profit Organization

Informational Booth



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Booth Information

Requested Booth Size: _____

Description of Products/Services:

Will electricity be needed? Yes No (\$25.00 Electric Connect Fee)

If yes, describe electrical needs:

Will a generator be used? Yes No

Will open flame, propane, or cooking equipment be used? Yes No

If yes, explain:

Licensing & Insurance

Vendors are responsible for obtaining and maintaining all required licenses, permits, and certifications required by local, state, and federal law.

Please provide copies of the following, if applicable:

- Business License
- Sales Tax Permit
- Food Handler Permit
- Fire Inspection Certificate
- Proof of Liability Insurance
- Other: _____



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*Food vendors must comply with all applicable health department regulations.

Fees

Vendor Fee Amount: \$FREE VENDOR SET-UP For this event only 😊

Electric Connection Fee: _____

Payment Due Date: _____

Payment Method: Cash Check Money Order

Checks payable to: The City of Salem – Event Committee

Vendor Rules & Regulations

By signing this agreement, the vendor agrees to the following:

1. Vendors shall operate only within their assigned space.
2. Vendors are responsible for maintaining a clean and safe booth area at all times.
3. Vendors shall remove all trash and debris at the conclusion of the event.
4. No alcohol, illegal substances, weapons, or hazardous materials are permitted.
5. Vendors shall comply with all fire, safety, health, and city regulations.
6. The City of Salem reserves the right to require removal of any item deemed unsafe, offensive, or inappropriate.
7. Vendors are responsible for all equipment, merchandise, tents, tables, chairs, and displays.
8. Vendors shall not assign or sublease booth space to another party.
9. Setup and teardown times must be followed as directed by event organizers.
10. Failure to comply with event rules may result in removal from the event without refund.



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Liability Waiver & Indemnification

The undersigned vendor agrees to indemnify, defend, and hold harmless the City of Salem, its elected officials, employees, volunteers, and agents from and against any and all claims, damages, losses, liabilities, costs, or expenses arising from or related to the vendor’s participation in the event, including but not limited to bodily injury, property damage, or loss caused by the vendor, its employees, agents, or representatives.

The vendor understands that participation is voluntary and assumes all risks associated with participation in the event.

The City of Salem is not responsible for theft, damage, or loss of vendor property.

Photo & Media Release

I grant permission for photographs and video taken during the event to be used by the City of Salem for promotional purposes.

I have read and understand the terms and conditions of this Vendor Application and Participation Agreement and agree to comply with all requirements.

Vendor Signature: _____

Printed Name: _____

Date: _____

City of Salem Use Only

Application Received Date: _____

Payment Received: Yes No

Assigned Booth Space: _____

Approved By: _____

Date Approved: _____