



**APPLE BUTTER FESTIVAL
VENDOR APPLICATION**

TOWN OF BATH

271 WILKES STREET, BERKELEY SPRINGS, WV 25411

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

LICENSE EFFECTIVE: Apple Butter Festival - October 10th - 12th, 2025

It's time to get ready for the Apple Butter Festival in Berkeley Springs, WV!

The Town of Bath hosts the Apple Butter Festival in Berkeley Springs, WV every year in conjunction with the Morgan County Chamber of Commerce. A \$35.00 municipal fee that includes the vendor license will be assessed by the Town of Bath in addition to any documentation and fees assessed directly by the Chamber of Commerce. If the vendor already has the Town of Bath Municipal Business License, only \$15.00 is needed to acquire the Multi-Day Vendor License. We look forward to another successful Apple Butter Festival with your participation!

FULL NAME OF BUSINESS: _____

OWNERS FULL NAME: _____

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

MAILING ADDRESS: _____

BUSINESS PHONE: _____ **CELL PHONE:** _____

BUSINESS EMAIL: _____

Type of Business/ Items Will Be Selling:

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- ★ The Town of Bath has a 1% municipal sales tax that must be collected when selling within the town limits. This is in addition to the 6% WV State sales tax. Please be sure your point of sale system is updated accordingly to collect the appropriate taxes at time of sale.
- ★ With the Apple Butter Vendor Application, please include a copy of your WV State Tax Business Registration Certificate and Health Permit application if applicable. If you believe we have a copy on file, please reach out to us 304-258-1198 option 2.
- ★ The Business License application can be presented in person, emailed to adminbspd@morgancounty.gov or sent by mail with all supporting documentation and payment to the Berkeley Springs Police Department located at 271 Wilkes Street, 2nd Floor, Berkeley Springs, WV 25411.
- ★ The \$35.00 or \$15.00 vendor fee and can be paid in person, mailed to the Berkeley Springs Police Department at 271 Wilkes Street, 2nd Floor, Berkeley Springs, WV 25411 or paid online via our QR Code shown below.

**We look forward to another successful Apple Butter Festival
with the help of our town, vendors, and patrons!**

**Pay Now:
Use our
QR Code!**



Authorized Signature of Business/Vendor: 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, Authorized Agent, or Vendor

Title

Date