

Booth # _____
Total Due _____
Payment _____
Of spaces _____
Electricity Yes No



10TH ANNUAL Carolina Strawberry Festival
 316 E Murray Street 🍓 Wallace, North Carolina 28466
info@carolinastrawberryfestival.com
 May 1-2, 2020 🍓 Downtown Wallace

2020 CRAFTS & COMMERCIAL VENDOR APPLICATION

Vendor Name: _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____ City, State, And Zip: _____

Email: _____

(Once reviewed, acceptance & festival information will be shared by email or mailed to those without an email address)

1. List and describe your items to be displayed for sale (must be approved by Festival Committee prior to event):

2. Will you be parking a trailer in your space? Please note size, including tongue: _____

Setup preference: Grass Pavement No Preference

Special requests: _____

* We will attempt to accommodate requests, however due to the number of vendors, not every request can be honored

<input type="checkbox"/> Craft/ Commercial Vendor <i>Space size is 10' x 10'</i>	# of spaces: _____ x \$110 = \$ _____
<input type="checkbox"/> Non-Profit Vendor - INFO ONLY <i>Space size is 10' x 10'</i> <i>*Must provide non-profit status documentation</i>	First space: _____ x No Fee = \$ No Fee Additional: _____ x \$110 = \$ _____
<input type="checkbox"/> Electrical Outlet (120 volt/20 amp max)	_____ x \$25 = \$ _____
<input type="checkbox"/> Late Fee - Add \$50 if postmarked after April 1, 2020	_____ x \$50 = \$ _____
	TOTAL FEES DUE = \$ _____

The following items MUST be included with your application:

- Copy of certificate of insurance.
Required for ALL food vendors, ride operators, those providing animal attractions, and all face painters.
- N.C. Dept of Revenue Certificate of Registration - Registration #: _____
- Signed copy of Vendor Rules

All Fees - We accept Cash, Checks, Money Orders, Visa, MasterCard, Discover & American Express
**Please make all checks & money orders payable to: Carolina Strawberry Festival (\$30 fee for returned checks)*

2020 Vendor Rules

APPLICATION DEADLINES:

The deadline for all applications is March 1, 2020. Those applications postmarked after March 1, 2020 must add a \$50 late fee. Fees are non-refundable. Applications may be cancelled with a full refund prior to application deadline.

Vendors for the 2020 Carolina Strawberry Festival will be screened for duplication. We limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required paperwork is to your benefit. Applications are chosen at the sole discretion of the CSF Vendor Committee.

BOOTH SPACE:

- Booth spaces are 10' x 10'. Additional space is available in 10' x 10' increments for an additional fee.
- Vendors will need to bring their own tables, chairs, electrical cords, etc.
- Booths should be arranged as to not interfere or obstruct view of other booths.
- Booth spaces are assigned by the CSF Committee. There is no guarantee of receiving a particular or requested location.
- All vendors are required to utilize a flame resistant tent with their booth.

FESTIVAL HOURS:

- Friday, May 1, 2020 from 6:00 PM to 11:00 PM
- Saturday, May 2, 2020 from 10:00 AM to 11:00 PM

All booths are required to stay open on Saturday from 10:00 AM - 6:00 PM. You will be allowed to shut down your booth during festival hours if necessary; HOWEVER no vendors will be allowed to breakdown and physically leave the festival area prior to the 6:00 PM time. This applies to all vendors including Non-Profit Vendors.

Due to safety concerns, streets will remain closed to vehicle access from Friday, May 1, 2020 at 5:00 PM to Saturday May 2, 2020 at 11:00 PM.

Exhibitors are responsible for setting up and dismantling their own booths in the designated area, during the designated time frame.

SETUP TIMES:

Saturday, May 2: 5:00 AM to 9:00 AM

Vendor Passes will indicate the time that each Vendor is required to arrive. With the number of expected vendors, it is extremely important to arrive at your allotted time.

Food Vendors must be unloaded and in place by 6 am. You will be directed to your designated area by the CSF Vendor Committee during these setup periods.

VENDOR CHECK-IN:

Please report to the intersection of US Hwy 117 (S Norwood St) and E Boney St at your arrival time for setup information. A Vendor Committee representative will direct you to your Vendor Location. Arriving at a time other than scheduled arrival time may delay vendor from setting up.

UNLOADING:

Unload your vehicle at your space and immediately park your vehicle in a designated lot. You may then return to your booth for set up. **DO NOT LEAVE YOUR VEHICLE PARKED IN THE STREET WHILE YOU SET UP.** This blocks vendors behind you who are trying to unload. Bring as few vehicles as

possible into the festival area. This is always a challenge on Festival morning and your cooperation is appreciated in advance. All vehicles must be out of the festival area by 10:00 AM.

PERMITS:

All booths will be provided with a Vendor Permit to be displayed when entering the festival area and on the booth during festival hours.

All vendors selling items are required to have a Certificate of Registration number from the N.C. Department of Revenue and the certificate must be on display during the festival.

Food booths are required to display their Food Handling Permit.

POWER:

120v Electricity is available for an additional fee and must be indicated on your Vendor Application. A limited amount of power is available for vendors and is provided on a first come basis.

Be sure that all electrical cords are heavy duty and appliances are in excellent condition. The Carolina Strawberry Festival reserves the right to take immediate action in any situation where equipment, including electrical appliances and extension cords, appear to be substandard or unsafe. This action ranges from requiring a vendor to discontinue use of problem equipment to shutting down a vendor's operation for the remainder of the day. No refunds will be given if this occurs.

Power will not be available on festival morning to any vendor that has not applied and paid for power in advance with their application.

WATER:

No direct, under pressure, water connections are available at the CSF. A water source is provided to vendors that need access prior to or during the Festival. Vendors will not be allowed to stay connected to water connection during the Festival

SAFETY:

Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun Carolina Strawberry Festival. The Fire Marshal may inspect vendor booths for compliance with the North Carolina Fire Prevention Code.

No vendors will be allowed to sell knives, mock guns, poprocks, play cigarettes, inappropriate adult materials, etc.

The CSF reserves the right to ask a vendor to discontinue the sale of an inappropriate item on festival day. Food Vendors will be inspected on festival morning by a representative of the Duplin County Health Department and must comply with all requirements to receive a Food Handling Permit.

The Carolina Strawberry Festival is not responsible or liable for the failure of any vendor to comply with these requirements and fees will not be refunded for failure to pass these inspections.

VENDOR CONDUCT:

It is the desire of the Carolina Strawberry Festival Planning Committee for all festival vendors and participants to have an enjoyable day.

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors and festival organizers.

Aggressive and inappropriate conduct and/or contact with festival goers or festival volunteers will be addressed by representatives of the CSF Planning Committee and the Wallace Police Department if necessary. Vendors failing to modify their conduct or behavior accordingly will be asked to shut down booth operations and may return at the end of the festival to pack their belongings.

The CSF Planning Committee reserves the right to bar vendors exhibiting poor conduct and/or unsafe practices from participating in future festival events.

RELEASE:

The CSF Committee and the Town of Wallace are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The CSF Committee or the Town of Wallace cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The CSF Committee reserves the right to approve all foods and will limit the number and type of foods and vendor offerings at the festival. All decisions of the CSF Committee will be final.

The Carolina Strawberry Festival is a rain or shine event. No refunds will be issued because of weather related events.

Be sure to review the checklist at the bottom of the Vendor Application before mailing. The Carolina Strawberry Festival accepts the following payment methods: Cash, Check, Money Order, Visa, MasterCard, Discover & American Express. Make checks or money orders to Carolina Strawberry Festival, 316 E Murray St, Wallace, NC 28466. A \$30 fee will be assessed for all returned checks.

Deadline for application is March 1, 2020. Applications submitted after this date, if accepted, will be required to pay a \$50 late entry fee.

Only those who have completed the requirements will be allowed to participate in the Carolina Strawberry Festival. You will be notified within a few weeks of submitting your completed application as to whether you have been accepted to participate in the Carolina Strawberry Festival.

VENDOR AGREEMENT TO THE RULES OF THE CAROLINA STRAWBERRY FESTIVAL:

My signature verifies that I have read and understand this agreement of participation. I understand that my fees are non- refundable. (Make a copy of this signed document for your records.)

Vendor Name Contact Person Name

Signature Date