

Statesville Pumpkin Fest

Saturday, November 3, 2018 10:00 am – 5:00 pm

2018 Craft/Non-Profit Vendor Application

Company Name: _____

Phone: _____

Vendor's Name/ Contact Person: _____

Address: _____ City: _____

State/Zip: _____

E Mail Address: _____

NC Dept. of Revenue Registration Number (REQUIRED for vendors selling items): _____

** Effective 2014, NC has implemented new rules for event organizer/operator and vendors participating in events/fairs/festivals or flea markets where they sell products. Include copy of Business Registration Certificate.*

Pumpkin Fest is looking for a variety of arts & crafts. Preference will be given to handcrafted artisan items. Please describe your merchandise you will be selling:

We ask all craft vendors to send a color photograph of the products being sold or a photo of the booth itself. The festival steering committee will screen all applications using these photographs as reference. The committee reserves the right to select exhibitors through this process. All decisions regarding selection of the exhibitors are the sole discretion of the committee and are final. If an applicant should be denied participation, a full refund of booth fees will be mailed to the applicant. (No yard sale/flea market type items allowed.)

REGISTRATION: (All booth spaces are 12 ft x 12 ft) **Craft Vendor** **Non-Profit Vendor**

Regular Registration (postmarked by October 5, 2018) \$125 per space

Late Registration \$175 per space

LIMITED ELECTRICITY – (1)120v/20 amp service only \$10 per space

Total Amount Submitted with Application \$

Check (Payable to *Statesville Pumpkin Fest*), Cash, Credit Card or Money Order accepted. No refunds after October 8, 2018. No exceptions.

Comments: _____

****Anyone requesting electricity is required to bring a 100' outdoor electrical cord. LIST ALL items using electricity - must not exceed 20 amps. FAILURE to list ALL electrical units will result in the removal of any units not listed.**

Make checks payable to **Statesville Pumpkin Fest**. Send this completed application, a copy of the vendor rules with your signature and payment postmarked by October 5, 2018 to:

Statesville Pumpkin Fest
PO Box 205, Statesville NC 28687
704-878-3436 • 704-878-3476 fax

Application Deadline: Postmarked by October 5, 2018

- When your application is received, you will be notified by email or phone in absence of email.
- No vendor will be allowed to set up unless payment has been received.
- Enclose a picture of items intended for sale.
- **We reserve the right to reject or accept any application.**

Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-807-2214. The license is not an endorsement by the State.

Statesville Pumpkin Fest

Saturday, November 3, 2018 10:00 am – 5:00 pm

Craft/Non-Profit Vendor Rules

1. This is an outdoor show with preference to handcrafted items. All booth spaces are 12' x 12' area on the street. A photo of your display must be included with your application.
2. **No one vendor will have exclusive rights to the show.** All set-ups must be professional in appearance. Canopies/tents are not required but are recommended.
3. Each exhibitor is to provide all materials needed for their own booth. All tents must be a standard 10' x 10' or 12' x 12'. Nothing larger will be permitted unless two or more spaces are reserved.
4. An exhibitor may purchase more than one booth if needed.
5. All appropriate forms must be completed, signed and returned with payment by October 5, 2018 to be charged the regular registration fee. The festival reserves the right to deny any application.
6. The event is on Saturday, November 3, 2018 from 10:00 a.m. – 5:00 p.m. Set-up time is Saturday morning from 6:30 – 9:30 a.m. **All vehicles must be out of the festival area by 9:00 a.m.**
7. No vehicle will be allowed on festival site for dismantling until 5:00 p.m. Do not dismantle or remove any displays during festival hours. Please have your materials packed before getting your vehicle. If a booth is dismantled before 5:00 p.m., the vendor will risk not being allowed to participate again.
8. Each vendor is responsible for their own cleanup of trash or risk not being allowed to return.
9. **Each vendor conducting sales must prominently display their valid certificate of registration from the North Carolina Department of Revenue. For more information, please visit <http://dornc.com/faq/sales.htm>**
10. **Each vendor is responsible for collecting and reporting sales tax. Remit to:
Sales & Use Tax Division
NC Department of Revenue
PO Box 25000, Raleigh, NC 27640**
11. This festival is family-oriented for spectators of all ages; therefore, displays must be in keeping with this atmosphere. Festival staff shall have the sole right to require removal of work or materials that violate any of the festival rules.
12. **NO REFUNDS AFTER OCTOBER 8, 2018 FOR ANY REASON:** Including late arrival, placement or inclement weather.

Please mail the completed vendor application, a copy of the vendor rules with your signature, copy of your business registration certificate, a non-returnable photo of booth/products and payment postmarked by October 5, 2018 to: Statesville Pumpkin Fest, PO Box 205, Statesville, NC 28687. If you have any questions, please contact Valerie Chambers, Vendor Coordinator, 704-873-2892 or email: vcchambers@statesvillechamber.org

Release: I have read and do understand the rules and regulations of the **Statesville Pumpkin Fest** for craft/non-profit vendors and shall agree to abide by them. The undersigned shall indemnify and hold harmless the Statesville Pumpkin Fest, Statesville Pumpkin Fest Committee, Downtown Statesville Development Corporation, Greater Statesville Chamber of Commerce, the City of Statesville, and all sponsors from all claims, liabilities, costs, expenses, and damages which may result from the operation of our concession. I grant the Statesville Pumpkin Fest permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

SIGNATURE OF APPLICANT:

_____ **Date** _____