

# **THE OFFICIAL NORTH CAROLINA FALL LIVER MUSH FESTIVAL**

## *Vendor Application, Policies, and Procedures*

### **1. REGISTRATION DATES**

Early Bird Registration Deadline: May 30, 2019

Registration Deadline: September 14, 2019

### **2. EVENT DATE, TIMES, AND LOCATIONS**

Event Date: Saturday, October 19, 2019

Event Time: Opens at 8 a.m. and closes at 4 p.m.

Event Location: Uptown Shelby Courthouse Square and Surrounding Area

Event Setup Time: Saturday, October 19 between midnight and 7 a.m.

Setup of all Vendor spaces must be completed no later than 7 a.m. on Saturday, October 19.

### **3. VENDORS:**

Five categories of vendors are recognized. Each vendor must meet the criteria for one category defined below:

- A. Commercial Food Vendor. Has an established business/location; routinely sells food items to the general public; and/or has a full-service permit issued by a municipal health department (restaurant, caterer, etc.)
- B. Private Food Vendor. An individual who does not have an established food business/location, and does not routinely sell food items to the public but is instead selling food items on a temporary basis for this event. Must comply with all applicable health regulations. Hot dog stand, food truck not associated with a restaurant, etc.
- C. Product/Craft Vendors. Commercial, private, or non-profit individuals or groups selling products, arts, crafts, or services. May have demonstrations, displays, or activities related to specific products, but the emphasis is on the sale of products or wares. Sale of one food item such as kettle corn, snow cones, cotton candy, and similar foods does not subject the vendor to health regulations.

- D. For-Profit Exhibitor; Not Selling. A commercial business which will promote its services and give information; may have demonstrations, displays, screenings, or activities that relate to the services promoted. May not sell products or services.
- E. Not-for-Profit Exhibitor. Community service agencies that will promote their services and give information. May have demonstrations, displays, screenings, or activities that relate to the services promoted. May not sell products or services.

#### **4. APPLICATION**

A vendor application must be completed, including a full list of items, products, services to be sold, distributed free, or sampled; or demonstrations or activities to be performed at the vendor booth. Must be approved by Cleveland County prior to the start of the event.

In order to diversify exhibits, Cleveland County reserves the right to exclude vendors with duplicated products or services. Only ONE representative of multi-level organizations (ex. Tupperware, Avon, Scentsy, Origami Owl, 31, LuLaRoe, etc.) will be permitted to sell at the event. Vendor spaces are chosen on a first come, first served basis. An additional fee of \$10 is charged for the use of electricity.

#### **5. PERMITS/CERTIFICATES/TAXES**

Vendors are solely responsible for collecting and paying appropriate taxes. All food vendors (commercial and private) MUST obtain a “Temporary Food Service Permit” issued by the Cleveland County Health Department and any other permit as required for operating in such a capacity. Permits must be displayed at the booths of vendors during event hours.

#### **6. LOCATION OF VENDORS**

Cleveland County will determine the location of all booths and display tables. Only one vendor may operate in each space. Space may not be reassigned or sublet. The event will be held on the Historic Courthouse Square in Uptown Shelby on the streets approved by the Shelby City Council. Proper permits have been obtained to close the streets for the time period of the event. Setup of all vendor spaces must be completed no less than 1 hour before the opening time of the event.

#### **7. WATER & ELECTRICITY**

No water is provided to vendors. 110 Amp power hookups are available on a limited first-come first-served basis. This must be requested on the application. There is a ten dollar (\$10) fee for the use of electricity.

#### **8. VENDOR SIGNS**

**Each vendor must supply its own sign.** Only one sign or banner is allowed on the outside of each tent, table, or area unless approved by Cleveland County. The sign should be neat, professional

looking, and should only contain the name of the vendor. Cleveland County reserves the right to remove any sign or banner that is not acceptable.

**9. OTHER GENERAL GUIDELINES FOR VENDORS.**

- A. Vendors must provide a canopy, tables, and table covers. If vendors use a table, skirts or proper draping for tables is required. No bare tables allowed.**
- B. Vendors must keep boxes and cartons out of sight.
- C. Vendors must provide their own shelves, display racks, etc.
- D. Vendors must make their own arrangements for the transport of their products, equipment, etc. to and from their exhibit space. Event personnel are not available to assist, and the event cannot provide storage space for products, equipment, literature, etc. for vendors.
- E. Vendors must take full responsibility for setup and takedown of all items related to their exhibit. Cleveland County will establish setup and takedown times.
- F. Vendors must have personnel present in their booths at all times during event operating hours.
- G. Vendors may not open or close earlier or later than the official operating hours without the express approval of Cleveland County.
- H. Vendors must keep all displays, merchandise, etc. within the confines of their designated spaces.
- I. Vendors must maintain a neat and clean area in and around their space.
- J. Vendors are responsible for cleaning up their spaces and any debris generated by their exhibits.
- K. Vendors may not peddle, sell, or advertise outside their assigned areas.
- L. Vendors may not distribute literature or other items to passers-by while standing outside their assigned areas.
- M. Vendors may not have music or conduct activities that may be disruptive to neighboring vendors or passers-by.
- N. Vendors must return the space to its pre-event condition. If repairs or cleaning costs are incurred and Cleveland County determines the vendor is responsible, the Vendor will be billed.

- O. Vendors must comply with event parking regulations.
- P. No vehicles of any type may be parked on or near a vendor’s location during event hours.
- Q. Vendors must follow loading and unloading procedures as directed by Cleveland County.
- R. Vendors must operate in a professional manner. Cleveland County reserves the right to expel any vendor or their personnel who fail to do so.
- S. Vendors must sign a separate agreement and waiver of liability, to be provided by the County along with this application.

10. FEES

	Early-Bird Registration	May 31 – August 31 Registration	September 1 – 14 Registration
Commercial/Private Food Vendors	\$160	\$185	\$210
Product/Craft Vendors	\$100	\$125	\$150
For-Profit Exhibitor (Not Selling)	\$75	\$100	\$125
Non-Profit Exhibitor (Not Selling)	\$25	\$50	\$75

A fee must be submitted with this Vendor Application and received by the deadline. If a Vendor Application is rejected for any reason, the entire fee will be returned. Acceptance of the fee by the Festival entitles a Commercial/Private Food Vendor to a 24 x 18 foot space, a Product/Craft Vendor to a 12 x 12 foot space, and other exhibitors to a 12 x 12 foot space. These spaces are offered on a first come, first served basis.

**[SIGNATURE PAGE TO FOLLOW]**

**I understand and agree to abide by the above policies and procedures.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Company _____	Each space is 12ft x 12ft for product vendors
Contact Name _____	24ftx18ft for food vendors trucks/wagons
Address _____	#of spaces needed _____ x \$ _____ \$ _____
City _____	Access to 110 power add \$10 \$ _____
State _____ Zip _____	<b>Total Due</b> \$ _____
Phone _____	Special requests: _____

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*Requests for specific locations will be honored to best of the committee's ability but are not guaranteed.*

**Make Checks Payable to "Cleveland County"**

**Itemized Vendor Selling List:** You must list all items you wish to sell. Use additional paper if necessary. The committee reserves the right to limit items to reduce repetitive items from multiple vendors.

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**Booth type:** Trailer \_\_\_\_\_ Canopy \_\_\_\_\_ Tent \_\_\_\_\_ Other \_\_\_\_\_  
**Size** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Please submit application and payment to:**

**ATTN: Emily Epley, Director  
Cleveland County Tourism  
Mush, Music and Mutts Festival  
P.O. Box 1210  
Shelby, NC 28151**