



**Farmers Day 2017**  
**333 North Main Street**  
**China Grove, North Carolina 28023**  
**Phone (704) 857-2466 Fax (704)855-1855**  
**pprice@chinagrovenc.gov**

**2017 Vendor Information & Application**  
**Festival – Saturday, July 15, 2017**  
**9:00am – 4:00pm**  
**Street Dance 7:00pm – 10:00pm**

January 1, 2017

Dear Vendor:

You are invited to apply for booth space to sell your product(s) at the 36<sup>th</sup> Annual Farmers Day. If you have any questions regarding the application please email me at pprice@chinagrovenc.gov or call 704-857-2466. Please read through the entire package carefully as there are several changes, and specifically the *Vendor Policies & Procedures*, **of which one copy must be signed (on page 4) and returned with the application.**

This year's festival will be held on **Saturday, July 15, 2017. Vendor hours are 9:00am – 4:00pm.** There will be continuous entertainment, food and beverage booths, arts, crafts, and commercial booths, and much more to ensure a variety of activities throughout the day.

If you are a returning vendor we would like to thank you for your support. The cost of vendor booth spaces for this year are:

**\$85 for a 10x10 Craft Booth Space**  
**\$60 for a 10x10 Display Booth Space**  
**\$30 for a 10x10 Civic Booth Space**

**Please note there is an additional fee for electrical access and water access.**

**\$25 for 110v Power**  
**\$35 for 220 v Power**  
**\$10 for Water**

We anticipate another successful event, and look forward to seeing you at this year's Farmers Day!

Sincerely,

Patti Price  
Event Coordinator

## Vendor Policies & Procedures Farmers Day 2017

### GENERAL TERMS OF VENDOR PARTICIPATION AGREEMENT – Please keep this portion for reference

#### FESTIVAL AREA

The official “Festival Area” for Farmers Day is as defined:

- North Main Street from Church Street (Hwy 152) to South Main Street at Patterson Street with a 200’ buffer on Main Street/Patterson Street.
- West side of Main Street 200 ft. buffer (Franklin Street parallel to Main Street)
- East side of Main Street 200 ft. buffer (Harris Street parallel to Main Street)

#### VENDOR SPACES

1. Vendors should have adequate protection for inclement weather, the sun and heat.
2. Applicants must submit three (3) photographs of their products and one (1) photo of their booth display. A festival committee will screen applicants from the photographs.
3. To ensure variety and eliminate repetition, the festival will limit the kinds of crafts, goods, and products that will be accepted for sale at the festival. You **must** list all products that you wish to sell. Only **one** vendor per company will be allowed to represent multi-level marketing or direct sales companies like Mary Kay, Scentsy, Avon, etc. The more original your product the better.
4. Booth renters must identify their booth with a professional-looking sign displaying the vendor’s name and products being sold.
5. Please print or type all forms neatly. ***Application and Policies & Procedures must be signed.***
6. **Applications must be submitted with payment no later than May 31, 2017. No refunds.**
7. All applications must include the NC State sales tax registration number. The registration number and booth number must be posted in your booth during the festival.
8. **Booth space is 10 ft. X 10 ft.** Rental is for booth space only and does not include tables, chairs, tents, electricity, water or other items for your booth. See fee schedule below for pricing.

10x10 Craft Booth	\$85.00
10x10 Display Booth	\$60.00
10x10 Civic Booth	\$30.00

#### BUSINESS REGISTRATION NUMBER

The state of North Carolina now requires that all vendors be registered with the state. This includes all retail sales and food sales. The registration is free. N.C. Gen. Stat. §105-164.4(c) states, in part, "before a person may engage in business as a retailer . . . the person must obtain a certificate of registration from the Department. Please visit <http://www.dorncc.com/electronic/registration/index.html> for more information. Your registration number MUST be on your application and posted in your booth.

#### USE OF ALLOCATED SPACE(S)

1. The festival reserves the right of approval of the vendor application.
2. The festival reserves the right to locate/relocate vendor booths according to the needs of the festival. If accepted, booth space will be assigned taking vendors needs into consideration. Please indicate any special needs you may have when completing the application. We will do our best to fulfill your request; however we cannot make any guarantees. In order to keep the area looking new and fresh, we may need to move vendors around.
3. Vendor may not sell or consume alcoholic beverages.
4. The use of a bullhorn, air horn, microphone & speaker, or any other amplification or noise-making device is prohibited during the festival, with the exception of contracted entertainment and sound & stage crews in designated areas.
5. The Town of China Grove prohibits animals during the Farmers Day festival except for “working dogs”. Please advise the Event Coordinator or town staff prior to the festival if you have special circumstances that require the presence of an animal during the festival.

6. Vendors can sell only from their rented booth space. We do not allow walking on the grounds selling merchandise, handing out fliers or placing additional signage. **You may NOT give out free food or water.**
7. There shall be no sale of professionally manufactured items without prior approval from the festival committee. All items must be homemade and not commercially produced and resold, with the exception of independent sales consultants.
8. Vendors who continue to sell products after being advised against it by the Event Coordinator or town staff will be asked to leave the festival. Please be sure to completely identify the products you intend to sell or display in advance to avoid misunderstandings and/or controversy during the festival.
9. Vendor shall comply with all laws, ordinances, rules and regulations of any lawful authority, agency or government entity which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building code of the Town of China Grove, and health regulations of the Rowan County Health Department. The vendor accepts full responsibility for the payment of sales tax occasioned by use of booth space.
10. Vendor shall be solely responsible for any and all injuries to persons or damages to property or any other injury, claim, damage or loss of whatever nature, arising from or related to the festival. Vendor shall indemnify, save and hold harmless the Town of China Grove, its Board Members, its employees, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including reasonable attorney's fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the festival performed by vendor including, but not limited to, any negligence, act or omission of vendor or weather related issues.
11. Vendor agrees to accept responsibility for all materials and goods furnished by him/her, and used or displayed in the booth area. While the festival will make reasonable efforts to provide security, the exhibitor accepts full responsibility for his/her personal property.
12. Vendor accepts decision of the Event Coordinator or town staff in disputes between vendor and any other festival participant or on any matter not covered by this agreement.

#### **CARE OF ALLOCATED BOOTH SPACE**

1. All vendors are responsible for keeping the area in and around their booths clean throughout the festival.
2. Vendor shall be responsible for set-up and removal of their own equipment, fixtures, inventory and other property.
3. **Set-up Hours: Friday, July 14, 2017 after 7:00pm  
Saturday, July 15, 2017 between the hours of 6:00am – 8:00am.  
(Booths must be ready for sales by 8:30am)  
Breakdown Time: Saturday, July 15, 2017 at 4:00pm. All vendors must be complete by 5:30pm.**
4. Vehicles are allowed within the festival areas after 7:00pm Friday and between the hours of 6:00am - 8:00am Saturday. **No cars in the street after 8:00am Saturday.**
5. Exhibitor agrees not to take down booth before **4 pm**. If you choose to tear down your booth before the end of the Festival (4:00 pm), you will need to walk your merchandise and equipment out.
6. Exhibitor agrees not to drive vehicle into festival area, which includes all entrance areas and driveways until after the Festival has concluded, **after 4 pm**. Vehicles will not be allowed onto the event area until all guests have cleared the area.
7. NO vendor is allowed to set up or move into any other booth space, or open area. Vendors must set up and remain in their assigned booth space. Vendors who do not comply and move out of their assigned space will be asked to leave and not invited back.
8. Vendor shall furnish trash containers and bags, and bag all garbage and trash on a regular basis during the festival. At the conclusion, vendor must remove garbage, and equipment from the allocated vending space.
9. No off site banners, "A" Frames, signs or signage allowed anywhere on festival grounds or festival entrances.
10. Cancellations: If there is a need to cancel your festival appearance, vendors need to email Patti Price at [pprice@chinagrovec.gov](mailto:pprice@chinagrovec.gov).
11. Once your application has been accepted and processed, no refunds or credits will be issued. Festival is held Rain or Shine.

#### **POWER/WATER**

1. No generators allowed.

2. **110v and 220v electricity is available for an additional fee and must be indicated on your vendor application.**
3. A limited amount of power is available for vendors who have paid and is provided on a first come basis.
4. All vendors are required to supply their own electrical extension cords. 10 or 12 gauge, 100' cords are recommended.
5. The festival committee reserves the right to take immediate action in any situation where equipment, including electrical appliances and extension cords, appear to be substandard or unsafe. Any power cords that run across the street must be taped down with duct tape to prevent a tripping hazard.
6. Power will not be available on festival morning to any vendor that has not applied and paid for power in advance with their application.
7. **Water is available for an additional fee and must be specified in the vendor application. Water will only be supplied to those that request it in advance.**

## SECURITY

1. Vendor agrees that the Town of China Grove, its officers, representatives, employees, and volunteers shall have no responsibility whatsoever for any loss or damage to vendor's equipment, supplies, goods or other property.

## LIABILITY

1. Neither the Town of China Grove, nor Rowan County shall be liable for any loss or damage to the property of vendor or any of its representatives, employees, agents, patrons and guests, because of fire, robbery, accidents, or any other cause whatsoever that may arise from vendor's use or occupancy of its allocated space during the festival.
2. Vendor agrees to indemnify and hold harmless representatives, employees, and volunteers of the festival and/or the Town of China Grove against any and all claims of any person whomsoever, from acts or omissions of the vendor, its representatives, employees, agents, patrons, or guests.
3. Vendor shall be prepared to continue vending from the allocated space in the event of rain. Bring appropriate coverage. If weather becomes too inclement to operate vending booths, **the Event Coordinator or town staff will be responsible for making final determination of outdoor festival operations.**
4. Low Speed Vehicles must have an authorized "Event" permit. LSV's are prohibited on Main Street during festival hours, except by authorized event personnel or emergency response providers.

## SUBLETTING OR ASSIGNMENT

1. Vendor shall not sublet, assign or donate allotted space, in whole or in part.
2. Vendor shall occupy only the assigned space.

## TERMINATION

The festival may, at its election, terminate the 'Participating Agreement' between the festival and vendor any time upon a breach. Upon termination, vendor shall have no rights and the festival shall have no obligations under the said 'Participating Agreement.'

I have read the 'General Terms of Vendor Participation Agreement' and agree to abide by its rules and all terms and conditions set forth therein.

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Vendor Signature

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Date

***Please keep one copy of this agreement for your records***

FOR COMMITTEE USE	
Date Approved:	_____
Fee Paid:	_____
Booth #:	_____
Electricity:	_____
Water:	_____
Dance:	_____

**2017 Vendor Information & Application  
Festival – Saturday, July 15, 2017  
Festival Hours: 9:00am – 4:00pm  
Street Dance 7:00pm – 10:00pm**

**\*Application must be received completed with full payment by May 31, 2017\***

Mail completed application, one copy of signed Policies & Procedures, TWO (2) self-addressed stamped envelopes and booth space check.

*Make checks payable to: **Town of China Grove***

*And mail to: **333 North Main Street, China Grove, NC 28023***

*Illegible or incomplete applications will be returned.*

\_\_\_\_\_  
Vendor Name Category

\_\_\_\_\_  
Business Name (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone: Cell Home

\_\_\_\_\_  
Email Website

\*SALES TAX CERTIFICATION NUMBER: \_\_\_\_\_

**Vendor Statement:** Please give complete details of your entry below. Describe in detail what you will be selling or displaying in your booth. Please provide as much information as possible and include photos, links to website, or social media.

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Attach additional information to back.

**Booth space requested: (circle)**

Vendor Fee per 10 x 10 ft. space: **\$85 for Craft Booth**  
**\$60 for Display Booth**  
**\$30 for Civic Booth**

# Of booth spaces \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Water Fee: **\$10.00** \$ \_\_\_\_\_

I need:  water

Electricity Fee: **110v for \$25.00** \$ \_\_\_\_\_

**220v for \$35.00** \$ \_\_\_\_\_

I need:  110 v

I need:  220 v

Vendor must supply own extension cord(s).

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

**TOTAL FEE** \$ \_\_\_\_\_

**Electricity is VERY limited. Each booth space will have only 1 outlet available to them.**

Special requests: (Please remember special requests will be considered, but not guaranteed. Please note you are not guaranteed the same location every year.)

\_\_\_\_\_  
\_\_\_\_\_

Total Due (check payable to Town of China Grove) \$ \_\_\_\_\_

Your Company will be listed on the Town of China Grove webpage. Please remember that all applications must be completed and turned in along with **full payment no later than May 31, 2017. Any special requests must also be made by this date. No Refunds.**

I understand that the Town of China Grove, its Board Members, its employees, and volunteers will not be responsible for any lost, stolen, or damaged materials and/or merchandise of mine.

**I have read and fully understand and agree to comply with the policies and procedures accompanying this application.**

I understand that violation of the rules and procedures will result in my removal from the festival:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If your application is accepted, you will receive additional information regarding location, set-up, etc., by mail no later than the first week of July.