



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

**2017 Food & Amusement Vendor Information & Application
Festival – Saturday, July 15, 2017 * 9:00am – 10:00pm**

Dear Vendor:

You are invited to apply for booth space at the 36th 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 *Food & Amusement Vendor Policies & Procedures*, **of which one copy must be signed (on page 4) and returned with the application.** This year we are exclusive with Cheerwine, so we will not allow any sales of carbonated beverages from food vendors. **The Farmers Day Festival will sell Cheerwine products solely at the designated booths.** There will be limited sales of lemonade and iced tea. Water bottle sales are allowed. Food vendors will be limited to selling only those items listed on their application. You must include your menu with pricing with your application and payment.

This year's festival will be held on **Saturday, July 15, 2017. Vendor hours are 9:00am – 10:00pm.** The street vendors close at 4:00pm, the Main Stage activities resume at 6:00pm. There will be entertainment, food and beverage booths, arts, crafts, and commercial booths, and much more to ensure a variety of activities throughout the day.

Important: Food vendors must comply with the Rowan County Health Department rules. The Rowan County Health Department rates, rules and application can be found on our website. The Health Dept. form must be submitted to the Health Department and your food vendor application to the Town of China Grove. The deadline for both is **May 31, 2017.**

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:

\$150 for a 10x10 Food Booth Space
\$100 for a 10x10 Amusement 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

Food Vendor Policies & Procedures Farmers Day 2017

GENERAL TERMS OF VENDOR PARTICIPATION AGREEMENT

FESTIVAL AREA DEFINED AS FOLLOWS:

- 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 food, drinks and other items that will be accepted for sale at the festival. You **must** list all products and drinks that you wish to sell. There will be a strict limit on items such as lemonade, funnel cakes, ice cream, etc. The more original your product the better. **There will be NO Carbonated beverage sales allowed.**
4. Food booth applicants must submit a proposed menu with pricing at the time the application is submitted. Menu changes without **written authorization** could result in booth closure. You will not be permitted to sell items not listed on your application and approved by the festival.
5. Booth renters must identify their booth with a professional-looking sign displaying the vendor's name and products being sold.
6. You must provide your own butane, propane or other heat source. **Silent generators must be pre-approved and authorized by the Town of China Grove.**
7. Tip jars are not permitted.
8. 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.
9. The Town of China Grove will be in contact with the Rowan County Health Department regarding all food vendors. It is the responsibility of the food vendor to meet the requirements and submit their application to the Health Department on or before **May 31, 2017**.
10. Please print or type all forms neatly. **Application and Policies & Procedures must be signed.**
11. **Applications must be submitted with payment no later than May 31, 2017. No refunds.**
12. **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 Food Booth	\$150.00
10x10 Amusement Booth	\$100.00
Each Additional 10x10	\$100.00

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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 TO BE DETERMINED**
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 10:00pm.
 Vehicles are allowed within the festival areas after 10:00pm Friday and between the hours of 6:00am -8:00am Saturday. **No cars in the festival area after 8:00am Saturday.**
4. Exhibitor agrees not to take down booth before **10:00pm**. If you choose to tear down your booth before the end of the Festival (10:00 pm), you will need to walk your merchandise and equipment out.
5. Exhibitor agrees not to drive vehicle into festival area, which includes all entrance areas and driveways until after the Festival has concluded, **after 10:00pm**. Vehicles will not be allowed onto the event area until all guests have cleared the area.
6. Food vendors with trailers may be required to set up on Friday night. This information will be provide in your registration packet.
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. Disposal of waste and byproducts is the responsibility of the vendor. Absolutely NO oils, grease, liquids, trash or other waste products may be emptied into the streets or town provided containers. Vendors are responsible for disposing of their own waste in an appropriate manner.
10. No off site banners, "A" Frames, signs or signage allowed anywhere on festival grounds or festival entrances.
11. Cancellations: If there is a need to cancel your festival appearance, vendors need to email Patti Price at pprice@chinagrovenc.gov.
12. Once your application has been accepted and processed, no refunds or credits will be issued. Festival is held Rain or Shine.

POWER/WATER

- 1. Generator use must be indicated under special requests on application. Use must be approved by the festival committee.
- 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. Food vendors must comply with China Grove Fire Department regulations and be equipped with a fire extinguisher.
- 8. **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 and understand the Food & Amusement Vendor Policies & Procedures and am submitting a completed application package.

Signature of Applicant

Date

Print Name of Applicant

FOR COMMITTEE USE
Date Approved: _____

Please keep a signed copy of these procedures for your records.

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: _____			

Food Vendor Statement: Please list menu and prices offered. As we attempt to minimize similarity of presentation, only products listed here can be offered for sale at the festival.

Attach additional information to back

Booth space requested:

Vendor Fee per 10 x 10 ft. space. Choose one below:

Food booth **\$150.00** \$ _____

Amusement booth **\$100.00** \$ _____

Each Additional 10x10 booth **\$100.00**
I need: _____ # of additional booth spaces \$ _____

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 \$ _____

Please list size of your tents, booth kiosks, carts, or trucks: _____

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.