

# RACE CITY FESTIVAL VENDOR APPLICATION

SATURDAY, MAY 20, 2017

9:00 A.M. - 5:00 P.M.

MAIN STREET & BROAD STREET, DOWNTOWN MOORESVILLE, N.C.



Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): (\_\_\_\_\_) \_\_\_\_\_ Phone (cell): (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Type of Vendor** *(please select only one category and include quantity of spaces needed):*

- | Qty.  |                                | Qty.  |  |
|-------|--------------------------------|-------|--|
| _____ | Artist/Handmade Crafter (\$75) | _____ | Food Vendor (non-profit) (\$125)         |
| _____ | Non-Profit Organization (\$75) | _____ | Food Vendor (novelty food only) (\$125)  |
| _____ | MSI Chamber Member (\$125)     | _____ | Food Vendor (MSI Chamber Member) (\$150) |
| _____ | Business Vendor (\$250)        | _____ | Food Vendor (for profit) (\$200)         |
|       |                                | _____ | Electricity (\$25) For Food Vendors Only |

All Vendor Spaces are 12' x 12'. All Vendors must provide their own set up equipment (i.e. table, chairs, etc.) including a "required" 10x10 or 12x12 tent. Applicants are permitted to purchase more than one vendor space if needed. Please remit application along with check or money order to the address below. See back of form for further details.

\_\_\_\_\_ Please send invoice *(for MSI Chamber Members Only)*

**Description of goods & services** *(applicant "must" provide a detailed description of ALL items to be sold/distributed in their booth space. Use additional paper if needed. Items not listed on this application will not be permitted for sell or distribution. Festival Management reserves the right to request any items not pre-approved be removed from booth space immediately).*

**IMPORTANT** *(please read & sign)*

*I, the undersigned have reviewed the attached Festival Rules & Regulations and by completing this application with my signature, agree to abide by all Festival Rules & Regulations set forth by Festival Management. I understand that this application is a commitment & realize that no refunds will be made for cancellations after April 14, 2017. I further agree to indemnify and hold harmless the Town of Mooresville, The Mooresville-South Iredell Chamber of Commerce as well as their officers, partners, affiliates, agents, contractors, employees and members against any and all claims, actions, liability and expense in connection with any losses, expenses, theft, damages to their property and/or persons caused by any accident, criminal act, act of God and other occurrence including the loss of life, bodily injury and sickness as a result of participating in the Race City Festival. This is a rain or shine event.*

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

## RACE CITY FESTIVAL RULES & REGULATIONS

EVENT HELD RAIN OR SHINE ~ NO RAINCHECKS GIVEN

NO REFUNDS AFTER APRIL 14, 2017

THIS IS A SMOKE-FREE, PET-FREE EVENT

**\*\* FESTIVAL MANAGEMENT RESERVES THE RIGHT TO REFUSE ANY VENDOR \*\***

1. **ATTENTION!** This is a juried show with a selection process, no applicants are guaranteed acceptance. In order for your application to be considered, you will need to submit a fully complete application along with payment in full (by check or money order), 3 photos of your merchandise or works of art and one photo of your booth set up. You will be notified of acceptance or non-acceptance by email. Photos will not be returned.
2. A packet will be sent to you prior to the event via the email address provided regarding your space number and any other pertinent information you may need to know regarding set-up, driving directions, parking, etc...
3. Businesses that fall under the category of Business Vendor include, but are not limited to, a Non-Chamber Member Business, an Independent Distributor, and Political Parties. For specific questions regarding your vendor category, please contact the Chamber office.
4. Set-up will begin at 6:00 a.m. and needs to be complete by 8:30am. No exhibitor may break down their space before 5:00 p.m.
5. **ABSOLUTELY NO VEHICLES WILL BE ALLOWED ON THE STREET BETWEEN 9:00 A.M. AND 5:00 P.M.** All traffic will be directed "one-way" for unloading/loading of vehicles. Exhibitors are not permitted to block sidewalks and entrances to businesses.
6. **ATTENTION!** EACH VENDOR will be REQUIRED to provide their own 10x10 or 12x12 pop-up tent for your space. This is for the purpose of safety & emergency response. A sign will be provided by Festival Management and placed on your tent to identify your space number (number only, not your business name) to aide emergency personnel. Each vendor is responsible for all other materials and equipment needed for your space (tables, chairs, business signage, etc.). Your festival space is 12x12 so if you use a 12x12 tent it will need to have straight legs, you will not be allowed to use any of the vendor's space next to you.
7. Exhibitors are to remain in their assigned space. NO ONE is to move or trade spaces without prior permission. All exhibitors must set up in their allotted space. **NO OVERAGE ALLOWED!** An exhibitor may purchase more than one space.
8. **No generators allowed, No access to water, Limited electricity available to food vendors only.** Food Vendors that have registered for electricity will have to share a receptacle with another vendor so you will only have access to one plug. Vendors approved for electricity will need to bring their own extension cords.
9. STATE SALES TAX, LICENSE: Each exhibitor is responsible for collecting and paying their own state sales tax. For information regarding State Sales Tax & License contact the NC Department of Revenue at (704)878-4252.
10. Food vendors will receive inspections by the Health Department and Fire Marshal prior to being allowed to open for business. The inspections will take place on event day at 7:30am. Please be set and ready prior to that time.
11. Food vendors that will be cooking on-site need to apply for a permit from the Fire Marshals office. This permit can be obtained from the Chamber office or Fire Marshals office. There is no fee associated with this permit. Food vendors will also be REQUIRED to have a fire extinguisher in their booth space. **Electricity is limited and available to food vendors ONLY and must be prearranged with the Chamber upon registering for the event!**
12. Food vendors will need to supply their own water. Make sure that you bring prepackaged bottled water and do not break the seals on the water until after your Health Department inspection.
13. HEALTH PERMITS: Each food vendor will be expected to follow Iredell County Health Department rules & regulations and complete a Health Department application. You can obtain these documents from the Iredell County Health Department website by using the following web address <http://www.co.iredell.nc.us/Departments/Health/EVHealth/forms.aspx>. All completed Health Department forms and a check made payable to the Iredell County Health Department in the amount of \$75.00 are **to be returned to the MSI Chamber prior to Friday, April 14, 2017** at P.O. Box 628, Mooresville, NC, 28115. For more information regarding health permits contact the Iredell County Health Department at (704)664-5281.
14. Food vendors must have any health permits required by the Health Department. If you fail to have the proper license or permits and the State closes your operation, your space fee is non-refundable and you will have to leave your space set-up "as is" with a sign posted stating "closed" until 5:00 p.m.
15. Exhibitors are encouraged to be courteous to each other, other merchants and customers. Should problems arise, please contact someone at the MSI Chamber booth or one of the festival officials for assistance.

**THANK YOU FOR PARTICIPATING IN THE 2017 RACE CITY FESTIVAL!**

# RACE CITY FESTIVAL



A Celebration of Mooresville Arts & Culture