



17th ANNUAL NORTH CAROLINA BLACKBERRY FESTIVAL

Friday, July 13, 2018

and

Saturday, July 14, 2018

Historic Downtown Lenoir, North Carolina

Friday 5 - 10 pm & Saturday 9 - 5 pm

Caldwell Chamber of Commerce 1909 Hickory Blvd. SE., Lenoir, NC 28645

(828) 726-0616 / Email: joshua@caldwellchambernc.com

www.caldwellchambernc.com

SPACE IS LIMITED SO PLEASE APPLY EARLY!

The Blackberry logo is copyrighted and trademarked. No use of the logo is permitted except by written approval of the festival/Board of Directors.

APPLICATION PROCEDURE

1. Complete booth application in full. **Food vendors must submit a complete menu with prices which will be approved and signed off by the Blackberry committee & food vendor. You may be asked to leave if you cannot comply with your approved menu!**
2. Submit at least three (3) photographs representative of your current work even if you have attended in the past. Please know that applications without photographs will not be considered. Photographs are required from ALL vendors.
3. For payment **please include two checks, one for the processing fee and one for the booth fee made payable to the Caldwell Chamber of Commerce.** Note: All vendor monies will be held until acceptance from the committee. Accepted vendor monies will be deposited directly into the Caldwell Chamber of Commerce bank account. Rejected vendors monies will be returned to the vendor minus the \$25 processing fee.
4. Vendors may also include Credit Card information as an accepted form of payment. (VISA, MasterCard, Discover, or American Express) Vendor credit card will not be run until acceptance from the committee.
5. All applicants must enclose a Self-Addressed Stamped Envelope (SASE) with postage for your festival notification.
6. Mail to: NC Blackberry Festival, c/o Caldwell Chamber of Commerce, 1909 Hickory Blvd. SE., Lenoir, NC 28645. Be sure there is sufficient postage on your entry.
7. Applicants will be taken until booth space is filled. Additional vendors will be placed on a waiting list.

FESTIVAL NOTES:

- VENDORS MUST CHECK IN FOR FESTIVAL AT THEIR DESIGNED TIME. Check in violation may lead to future non acceptance into the festival.
- Security will be provided on Friday night.
- Alcoholic beverages may only be served with accepted NC ABC permits and necessary insurance from the vendor, including adding the Caldwell Chamber of Commerce as additionally insured to the vendors insurance plan. Vendors who which to serve alcohol will be contacted regarding necessary documentation after their acceptance. Failure to provide necessary documentation will result in a rejection of the vendor's application.
- NO PETS are allowed in the Festival. Vendor pets must be placed in a Doggy Day Care during the Festival.
- Absolutely NO SMOKING allowed in your booth area.
- All vendor spaces must remain open for attendees until the festival closes each day.
- Saturday Tear Down Procedure will be administered the day of the Festival.
- All vendor spaces must be cleaned including all necessary trash particles.
- Due to inclement weather, all vendor tents MUST BE SAFELY SECURED (i.e. water bottles, sandbags, bricks, etc).

CRAFT VENDORS: PLEASE READ CAREFULLY

Be sure you know the space of your booth! Exhibit space must be self-contained. **No tent poles, guy wires, trailer hitches, tables or merchandise will be permitted beyond your space.** Tables must be draped and booths should present an attractive appearance.

- Each vendor is requested to prominently display a sign with his/her name or the trade name and product.
- Items sold must be in keeping with the Festival's family environment. The committee reserves the right to ban or dismiss any vendor or product that it deems offensive.
- Power is limited.. Power can be provided with an additional cost to the vendor.
- CLEAN UP INCLUDES ALL TRASH, ZIP TIES, AND ALL PARTICLES OF TRASH IN YOUR VENDOR SPACE.

Set Up:

- **Friday, July 13 - Vendors may enter the downtown area at 2:00 P.M.- 4:00 P.M. All vehicles must be out of the festival area by 4:30 P.M.**
- **Saturday, July 14 - Vendors may enter the downtown area at 5:30 A.M. - 8:00 A.M. All vehicles must be out of the festival area by 9:00 A.M.**
- The Blackberry Festival cannot accept responsibility for loss or damage of exhibitor's merchandise.

Required Festival Forms:

- ❑ **WAIVER OF LIABILITY (will be sent with acceptance letter)**
- ❑ **NC SALES AND USE TAX CERTIFICATE (www.dor.state.nc.us; 877-252-3052)**

FOOD VENDORS: PLEASE READ CAREFULLY

BUSINESSES must be in compliance with NC State Law and Caldwell County Health Department Regulations.

Be sure you know the space of your booth! Booth space must be self-contained. **NO TENT POLES, GUY WIRES, TRAILER HITCHES, TABLES OR MERCHANDISE WILL BE PERMITTED BEYOND YOUR SPACE.** Tables must be draped and booths should present an attractive appearance. **FOOD PRICES AND MENU MUST BE DISPLAYED.**

Set Up:

- **Friday, July 13 - Food Vendor Set-up 2:00 P.M. - 4:00 P.M.**
- **All vehicles must be off the downtown area by 4:30 P.M. on Friday.**

ATTENTION FOOD VENDORS

1. We try to reduce food menu duplication. It is imperative that you return your application with full menu and prices as soon as possible. A committee will decide which vendors and menu items are accepted.
2. Vendors will sign off on their food menu after acceptance to the Festival to prevent confusion or disputes about what items were approved. You will be asked to remove any item that was not approved or asked to leave the Festival; no questions.
3. **There will be a refundable cleanup deposit of \$50.00.** This must be sent in with your application fee and will be refunded after the festival if your area has been left clean, usually within a month. You **MUST** have your space checked by Festival staff prior to leaving or forfeit your deposit. This deposit **WILL NOT BE REFUNDED** if you do not abide by the operating hours and other rules of the Festival. All food, supplies and equipment must be kept within the boundaries of your booth space **AND YOUR AREA MUST BE TOTALLY CLEAN OF ANY TRASH, ZIP TIES AND OIL,** or you will automatically forfeit your deposit.
4. Food vendors please schedule your time of arrival between 2:00 P.M and 4:30 P.M.
5. No food vendors are allowed on Festival grounds before 2:00 P.M. on Friday.
6. All food prices must be prominently displayed. **NO PRICES NO SALES!**

FOOD RULES

- No Food will be left out on counters after the close of each day.
- All vendors must have a sneeze guard barrier between your business and the general public.
- It is your responsibility to be in compliance with fire and health codes for this event. You will not be able to open your booth for business if not inspected.
- A fire extinguisher must be in the booth at all times and available for use.

Required Festival Forms:

- ❑ **Certificate of Insurance Liability naming the Caldwell Chamber of Commerce being named as the insured party.**
- ❑ **North Carolina Sales and Use Tax Certificate. (www.dor.state.nc.us; 877-252-3052)**
- ❑ **Health Department form to Inspectors Office 20 days prior to the event. (828-426-8400, 2345 Morganton Blvd SW, Lenoir, NC 28645)**

All VENDORS

Saturday Tear Down:

- Vehicles will not be permitted to enter the Festival until 5:00 P.M. or after the Festival clears of attendees.
- Vendors will be dismissed by the Festival staff when their booth is COMPLETELY DISMANTLED, PACKED UP AND READY TO LOAD AND BOOTH SPACE TOTALLY CLEAN-INCLUDING ALL ZIP TIES. Vendors can only bring your vehicle onto the grounds once they are given their **RELEASE PASS. CALDWELL COUNTY POLICE WILL ENFORCE THIS POLICY.**
- Vendors who leave early and/or do not abide by Festival rules or those vendors who fail to use common sense and courtesy will not be invited to participate in future festivals.

A TEAR DOWN PROCEDURE WILL BE ADMINISTERED THE DAY OF THE FESTIVAL

Cancellation Policy: In fairness to all applicants, the following policy has been adopted:

If you are accepted and then cancel by 5:00 pm on April, 31st, your fee will be fully refunded less the \$25.00 processing fee. April 31st - May 15th, 50% of the fees paid will be refunded less processing fee.

After May 16th, there are absolutely no refunds.

Thank you for participating in the 17th Annual NC Blackberry Festival - Have a great show!

17th ANNUAL NC BLACKBERRY FESTIVAL BOOTH APPLICATION

July 13 and 14, 2018

Return this form with full payment!

Answer all questions in full, even if you participated in the past!

NAME _____ DATE _____

TRADE NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____ NC SALES TAX ID NUMBER _____

Please give a FULL DESCRIPTION of your craft and/or food (FOOD: Your full menu will be approved by the committee)

_____ Food _____ Craft _____ Commercial _____ Nonprofit (Please check one)

Description: _____

Average price of product sold _____

Please send 3 (three) good quality photos or slides of your work.

Please indicate if you wish to be in the same general area as last year. Yes _____ No _____ (Exact spaces cannot be guaranteed!)

If you have a special request, please indicate it here: _____

BOOTH FEE - This Fee covers **BOTH** days of the Two Day Festival.

\$25.00 non-refundable PROCESSING FEE WITH THIS APPLICATION _____

Nonprofit Booth 12 x 12 \$110 _____

Single Craft Booth 12 x 12 \$175 _____

Double Craft Booth 12x24 \$300 _____

Commercial Booth 12 x 12 \$200 _____

110 Volt (15 amp Max) Receptacle \$20/plug _____

Food Booths: 12x16 \$432 _____ 12x32 \$864 _____

 12x20 \$540 _____ 12x36 \$978 _____

 12x24 \$648 _____ 12x40 \$1,080 _____

 12x28 \$756 _____

List all electrical units. Failure to list all electrical units will result in removal of any unit not listed. Vendors must bring a 100 ft drop cord.

CHECK LIST (if applicable)	
Processing Fee \$25	_____
Booth Fee (size price)	_____
Clean Up Fee \$50 (Food Vendors only)	_____
Power Fee	_____
TOTAL	_____
Craft Vendor Forms:	
N.C. Sales Tax Certificate	_____
Food Vendor Forms:	
N.C. Sales Tax Certificate	_____
Certificate of Liability	_____

A refundable clean-up deposit for Food vendors of \$50 must be included with payment. Food vendors must also submit a menu with prices and carry adequate insurance.

Tent _____ Trailer _____ Size of trailer (including hitch) _____

PLEASE NOTE: You must stay entirely in your assigned space with all merchandise, food, Equipment, etc. Please make sure you have requested the appropriate size booth space.

GENERATORS must be pre-approved on a case by case situation.

FOOD VENDORS ONLY:

110 Volt Receptacle \$20.00/plug _____ Vendors must list ALL electrical unit i.e. lights, microwaves, refrigeration, freezers, etc. Failure to list all units will result in the removal of any unit no listed. Vendor must bring 100' drop cord.

Water hook-up \$25 _____

Vendors will be assigned only the number of outlets they request on the Electrical Application. All plugs will be tagged with vendor name at festival set up.

Credit Card Payment:

Name on card _____ Zip Code of Card _____

Credit Card Number _____ Exp. Date _____ Security code _____

Festival Agreement: In consideration of being a vendor of the North Carolina Blackberry Festival (NCBF), the undersigned agrees to indemnify, protect and hold harmless the Caldwell Chamber of Commerce, City of Lenoir, sponsors and volunteers of NCBF from all claims, liability or lawsuits, including reimbursement of attorney fees in defending such claims and damage to real or personal property which arises out of, or results from the acts or omissions of the undersigned or resulting from the activities carried on by the undersigned and its employees, agents and representatives. I acknowledge that I have read all 6 pages of the rules & regulations for the 2018 NCBF and will abide by them. I understand that festival officials may terminate my participation without refund if they feel I am in violation of any regulation. I release the Caldwell Chamber of Commerce, City of Lenoir, all sponsors and volunteers of the NCBF from any responsibility for theft, damage or loss.

Signed: _____ Date: _____ Enclosed \$ _____

Enclose a self-addressed stamped envelope to cover festival notifications & photos.