



18th ANNUAL NORTH CAROLINA BLACKBERRY FESTIVAL

1909 Hickory Blvd., SE

Lenoir, NC 28645

www.ncblackberryfestival.com

828-726-0616, joan@caldwellchambernc.com



Welcome Vendors!

The 18th Annual NC Blackberry Festival will be held on Friday, July 12th from 5:00 PM to 10:00 PM and Saturday, July 13th from 9:00 AM to 9 PM. This two day, rain-or-shine festival is the largest festival in the NC foothills and winner of the Best Festival in Caldwell County for 2018. In Downtown Lenoir, approximately 250 vendors will showcase their talents, information, food, and services. Enjoy Blackberries, music, kid's Chick-fil-a Blackberry Patch, arts and craft vendors, foods of all kinds, and so much more.

To be considered as a vendor at this year's event, please complete the enclosed application. The fee for your vendor booth is good for one 12' x 12' space for both days of the festival. When applying, be sure to utilize the following checklist to ensure that your application is complete. Please read the enclosed rules and regulations thoroughly as they have changed.

For more information, contact Joan Coffey at the NC Blackberry Festival via email at joan@caldwellchambernc.com or by phone at 828-726-0616. We look forward to hearing from you.

Check List:

1. ___ Application for participation in the 18th Annual NC Blackberry Festival has been completed and is legible.
2. ___ Appropriate payment or credit card number is included for all associated fees.
3. ___ Signed Hold Harmless Agreement.
4. ___ Certificate of insurance, *if applicable*.
5. ___ Photos of booth and merchandise.
6. ___ Certificate of Liability, *if applicable*.
7. ___ Self addressed stamped envelope for follow-up information.

The use of the NC Blackberry Festival logo is not permitted except by written approval of the festival/Board of Directors. Written requests to use the logo can be made by emailing (joan@caldwellchambernc.com) or by calling 828-726-0616.

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 for vendors. You may be asked to leave if you cannot comply with your approved menu. You may also be asked to limit your menu in order to reduce duplicate items at the Festival.**
2. Sharing of space is not permitted. Only the business or organization listed on the application will be permitted to operate in the assigned space. Any vendors not abiding by this policy may be asked to leave or pay additional vendor fees for their additional businesses.
3. **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.**
4. 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.
5. For payment **please include two checks, one for the processing fee and one for the booth fee (including additional fees such as power, water, etc.) made payable to the Caldwell Chamber of Commerce.** 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. Submitting your application does not guarantee your spot at the Festival.
6. Vendors may also include Credit Card information as an accepted form of payment. (VISA, MasterCard, Discover, or American Express). Vendor credit card information will not be run until acceptance from the committee.
7. All applicants must enclose a Self-Addressed Stamped Envelope (SASE) with postage for your festival notification.
8. 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.
9. 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 THE FESTIVAL AT THEIR DESIGNATED TIME. Check in violation may lead to future non-acceptance into the festival.
- Security will be provided on Friday night.
- Food and Beverage Policy: Only Food Vendors will be allowed to sell food and beverages. Other vendors are not allowed to distribute, accept donations for or sell food or beverages. Note, this includes bottled water for promotional items.
- 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 wish 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. If you would like a list of local boarding businesses, please call the Caldwell Chamber of Commerce at 828-726-0616 or visit our website (www.caldwellchambernc.com).
- Absolutely NO SMOKING will be allowed in your booth area.
- All vendor spaces must remain open for attendees until the festival closes each day.
- Saturday tear down procedures will be sent out prior to the festival.
- All vendor spaces must be cleaned including all necessary trash particles.
- In cases of inclement weather, all vendor tents MUST BE SAFELY SECURED (i.e. water bottles, sandbags, bricks, etc). Please expect the possibility of high winds and plan accordingly. The festival does not provide equipment for securing vendor spaces.
- Please plan on setting up your own tables and tents or bring additional help for this. Festival staff will not be available to assist you in setting up your booth.

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 be presented in an attractive appearance. Vendors must remain within their specified locations and are not permitted to solicit customers by walking into the traffic area in order to hand out promotional material.

- 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 12- 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 13- 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 12 - Food Vendor Set-up 2:00 P.M. - 4:00 P.M. Unless additional arrangements have been made with the festival organizers.**
- **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!**
7. Ice will be available for purchase onsite.

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 9:00 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 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.**

18th Annual NC Blackberry Festival Application

Name of Vendor/Business _____
 Contact Person _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 E-mail _____ 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)
 (Please check one) _____ Food _____ Craft _____ Commercial _____ Nonprofit _____

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

_____ \$110 Nonprofit Booth 12 x 12

_____ \$175 Single Craft Booth 12 x 12

_____ \$300 Double Craft Booth 12x24

_____ \$200 Commercial Booth 12 x 12

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

Office Use Only:		
Spaces: _____	Elec: _____	Water _____
Check: _____	Credit Card: _____	Total Payment: _____
Payment Rec'd: _____	HH/COI _____	
Space Location: _____		
Notes: _____		

*****FOOD VENDORS ONLY*****

12x16 \$432 _____ 12x20 \$540 _____ 12x24 \$648 _____

12x 28 \$756 _____ 12x32 \$864 _____ 12x36 \$978 _____

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.

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. 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:

Water hook-up \$25 _____ 15 Amps/110 Volt Receptacle \$20/plug _____ 20+ Amps/220V \$100/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. Vendors will be assigned only the number of outlets they request on their application.

Credit Card Payment:

Name on card _____ Zip Code of Card _____

Credit Card Number _____ Exp. Date _____ Security code _____

Hold Harmless Agreement
Caldwell Chamber of Commerce

The Festivals sponsored by the Caldwell Chamber of Commerce are outdoor events with vendors spaces on asphalt, gravel, and or grass.

I have read all rules carefully and agree to abide by them. I _____, in
(Print)

consideration of being a vendor of the North Carolina Blackberry Festival (NCBF), agree 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 2019 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 \$ _____

Vendor Name (Print): _____

Date Received: _____
(for office use)