



Carolina Strawberry Festival

316 EAST MURRAY STREET • WALLACE, NORTH CAROLINA 28466 • PHONE: 910-447-9925

Dear Carolina Strawberry Festival Vendor:

Thank you for your interest in the 6th Annual Carolina Strawberry Festival! The festival will kick off with the "Strawberry Jam" on Friday, May 13, 2016 from 7:00 PM to 10:00 PM. The Main Festival will be held Saturday, May 14, 2016 from 11:00 AM to 11:00 PM

With this letter you will find the package for your vendor classification: Craft/Commercial Vendor or Food Vendor. Should you have questions regarding the forms, please email vendors@carolinastrawberryfestival.com or call the Carolina Strawberry Information line at (910) 447-9925. You are encouraged to retain a copy of all forms for your personal records. Please take an extra moment to ensure all of your information is accurate and included so it will not delay your application approval.

The deadline for vendor applications is Wednesday, April 13, 2016. Applications postmarked after April 13, 2016 must include a late fee of \$25. Booth space is limited and applications are reviewed as they are received - provided all appropriate fees and materials are included. We intend to let you know within a few weeks of receiving your completed application whether or not you will be accepted to participate in the 2016 Carolina Strawberry Festival. Vendor space assignments and passes will be sent out a week prior to the Festival. Providing an email address will help assist in quick delivery of vendor passes. Please remember that we limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required paperwork is to your benefit.

The N.C. Department of Revenue is requiring ALL vendors to report their Certificate of Registration Number as related to sales taxes. Please include this information on your form. We have provided links for more information regarding this requirement on the vendor page of our website – <http://www.carolinastrawberryfestival.com>.

All food vendors, ride operators, those providing animal attractions, and all face painters, will be required to have and present a certificate of insurance that lists the Carolina Strawberry Festival as an additional insured.

Food vendors will deal directly with the Duplin County Health Department regarding requirements and fees. Contact the Health Department at (910) 296-2126 with any questions regarding food inspection.

We look forward to receiving your application and hope to see you on May 14, 2016!

Sincerely,

The Carolina Strawberry Festival Team

Located in Historic Downtown Wallace, North Carolina

FAX: 910-285-5135 • EMAIL: info@carolinastrawberryfestival.com • WEB: <http://www.CarolinaStrawberryFestival.com>



Carolina Strawberry Festival

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2016 Vendor Rules

APPLICATION DEADLINES:

The deadline for all applications is APRIL 13, 2016. Those applications postmarked after APRIL 13, 2016 must add a \$25 late fee. Fees are non-refundable.

In addition, vendors for 2016 will be accepted on a first come, first served basis. We limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required paperwork is to your benefit.

BOOTH SPACE:

Booth spaces are 10' x 10'. Additional booth space may be provided in 10' x 10' increments by paying an additional booth fee.

No tables, chairs, electrical cords, etc. will be provided.

Exhibitors will arrange their booths so as to not interfere or obstruct view of other booths.

Booth spaces are assigned by the CSF Vendor Committee. There is no guarantee of receiving a particular or requested booth location.

All vendors are required to utilize a flame resistant tent with their booth.

PARTICIPANTS:

Only those individuals who complete all necessary paperwork indicated on the application and receive approval by the CSF Vendor Committee will be allowed to display and sell.

INSURANCE:

All food vendors, ride operators, those providing animal attractions, and all face painters, will be required to have and present a certificate of insurance that lists the Carolina Strawberry Festival as an additional insured.

INSPECTIONS:

All Vendors are required to have a fire extinguisher and may be inspected by the Wallace Fire Marshal.

Food vendors are also required to submit a separate application and fee with the Duplin County Health Department before the event. It is the responsibility of the vendor to contact Duplin County Health Department at 910-296-2126 regarding the possible need of a permit and the rules required. Failure to abide by Health Department regulations or failure to cooperate with Health Department Staff will result in immediate disqualification from this festival and future events.

FESTIVAL HOURS:

Strawberry Jam: Friday, May 13, 2016 from 7:00 PM to 10:00 PM (No Vendors)

Main Festival: Saturday, May 14, 2016 from 11:00 AM to 11:00 PM

All booths are required to stay open on Saturday from 11:00 AM - 6:00 PM. You will be allowed to shut down your booth during festival hours if necessary; HOWEVER no vendors will be allowed to breakdown and physically leave the festival area prior to the 6:00 PM time. This applies to all vendors including Non-Profit Vendors.

Due to safety concerns, streets will remain closed to vehicle access from 6:00 AM to 12:00 AM.

Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated time frame.

SETUP TIMES:

Saturday, April 23: 6:00 AM to 10:00 AM

Vendor Passes will indicate the time that each Vendor is required to arrive. With the number of expected vendors, it is extremely important to arrive at your allotted time. Vendors that arrive before or after their required time will be required to wait and will be directed to their locations at the discretion of the CSF Staff.

Food Vendors must be unloaded and in place by 7am. You will be directed to your designated area by the Vendor Committee during these setup periods.

VENDOR CHECK-IN:

Please report to the intersection of US Hwy 117 (S Norwood St) and E Boney St at your arrival time for setup information. A Vendor Committee representative will direct you to your Vendor Location.

UNLOADING:

Unload your vehicle at your space and immediately park your vehicle in a designated lot. You may then return to your booth for set up. Your vehicle must be out of the festival area by 10:00 AM. **DO NOT LEAVE YOUR VEHICLE PARKED IN THE STREET WHILE YOU SET UP.** This blocks vendors behind you who are trying to unload. Bring as few vehicles as possible into the festival area. This is always a challenge on Festival morning and your cooperation is appreciated in advance.

PERMITS:

All booths will be provided with a Vendor Permit to be displayed when entering the festival area and on the booth during festival hours.

All vendors are required to have a Certificate of Registration number from the N.C. Department of Revenue and the certificate must be on display during the festival.

Food booths are required to display their Food Handling Permit.

POWER:

No generators are allowed at the 2016 festival.

120v Electricity is available for an additional fee and must be indicated on your Vendor Application. A limited amount of power is available for vendors and is provided on a first come basis.

Be sure that all electrical cords are heavy duty and appliances are in excellent condition. The Carolina Strawberry Festival reserves the right to take immediate action in any situation where equipment, including electrical appliances and extension cords, appear to be substandard or unsafe. This action ranges from requiring a vendor to discontinue use of problem equipment to shutting down a vendor's operation for the remainder of the day. No refunds will be given if this occurs.

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

WATER:

No direct, under pressure, water connections are available at the CSF. A water source is provided to vendors that need access prior to or during the Festival. Vendors will not be allowed to stay connected to water connection during the Festival.

SAFETY:

Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun Carolina Strawberry Festival.

The Wallace Fire Marshal may inspect vendor booths for compliance with the North Carolina Fire Prevention Code.

No vendors will be allowed to sell knives, mock guns, poprocks, play cigarettes, inappropriate adult materials, etc.

The CSF reserves the right to ask a vendor to discontinue the sale of an inappropriate item on festival day. Food Vendors will be inspected on festival morning by a representative of the Duplin County Health Department and must comply with all requirements to receive a Food Handling Permit.

The Carolina Strawberry Festival is not responsible or liable for the failure of any vendor to comply with these requirements and fees will not be refunded for failure to pass these inspections.

VENDOR CONDUCT:

It is the desire of the Carolina Strawberry Festival Planning Committee for all festival vendors and participants to have an enjoyable day.

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors and festival organizers.

Aggressive and inappropriate conduct and/or contact with festival goers or festival volunteers will be addressed by representatives of the CSF Planning Committee and the Wallace Police Department if necessary. Vendors failing to modify their conduct or behavior accordingly will be asked to shut down booth operations and may return at the end of the festival to pack their belongings.

The CSF Planning Committee reserves the right to bar vendors exhibiting poor conduct and/or unsafe practices from participating in future festival events.

RELEASE:

The CSF Committee and the Town of Wallace are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The CSF Committee or the Town of Wallace cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The CSF Committee reserves the right to approve all foods and will limit the number and type of foods and vendor offerings at the festival. All decisions of the CSF Committee will be final.

The Carolina Strawberry Festival is a rain or shine event. No refunds will be issued because of weather related events.

Be sure to review the checklist at the bottom of the Vendor Application before mailing. The Carolina Strawberry Festival accepts the following payment methods: Cash, Check, Money Order, Visa, MasterCard, Discover & American Express. Make checks or money orders to Carolina Strawberry Festival, 316 E Murray St, Wallace, NC 28466. A \$30 fee will be assessed for all returned checks.

Deadline for application is April 13, 2016.

Only those who have completed the requirements will be allowed to participate in the Carolina Strawberry Festival. You will be notified within a few weeks of submitting your completed application as to whether you have been accepted to participate in the Carolina Strawberry Festival.

VENDOR AGREEMENT TO THE RULES OF THE CAROLINA STRAWBERRY FESTIVAL:

My signature verifies that I have read and understand this agreement of participation. I understand that my fees are non-refundable. (Make a copy of this signed document for your records.)

Vendor Name

Contact Person Name

Signature

Date



6th Annual Carolina Strawberry Festival

FOOD VENDOR APPLICATION

VENDORS ALLOWED ON SATURDAY, MAY 14, 2016 ONLY

FESTIVAL USE ONLY	
Total Fee Due:	
Amount Paid:	
Payment Type:	
CC Auth Code:	

Vendor Name: _____ Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Daytime Phone: _____ Cell: _____ Fax: _____

Email: _____

☐ I will be parking a trailer in my space(s) _____ (Size Including Tongue)

Electrical Requirements: ☐ 50 AMP ☐ 30 AMP ☐ 120 volt/20 AMP ☐ Other: _____

Vendors are required to provide correct connectors and cords

Setup Preference: ☐ Grass ☐ Pavement ☐ Either/No Preference

Special Requests: _____

We will attempt to accommodate special requests; however, do to the number of vendors and guests not every request can be honored.

All Vendor setup locations are at the discretion of Strawberry Festival Committee

FOOD VENDORS MUST FILL OUT A HEALTH DEPARTMENT PERMIT APPLICATION

It is the RESPONSIBILITY OF THE VENDOR to contact Duplin County Health Department at 910-296-2126 regarding the possible need of a permit and the rules required. Failure to abide by Health Department regulations or failure to cooperate with Health Department Staff will result in immediate disqualification from this festival and future events.

PERMIT MUST BE WITH YOU AT THE FESTIVAL

☐ CONCESSION (MOBILE UNIT TYPE) FOOD VENDOR _____ x \$180 = \$ _____

☐ OTHER FOOD VENDORS (10' x 10' SPACE) _____ x \$85 = \$ _____

☐ Late Fee – Add \$25 if postmarked after April 13, 2016 1 x \$25 = \$ _____

Total Fee: \$ _____

The following items MUST be included with your application:

☐ **Copy of certificate of insurance.**

(Required for ALL food vendors, ride operators, those providing animal attractions, and all face painters – See vendor rules for more details)

☐ **N. C. Department of Revenue Certificate of Registration - Registration Number:** _____

☐ **Signed copy of Vendor Rules**

☐ **Menu of Food & Items to be sold with Prices (no hotdogs or BBQ allowed)**

☐ **All Fees – We accept Cash, Checks, Money Orders, Visa, MasterCard, Discover, and American Express**

*Please make all checks & Money Orders payable to: Carolina Strawberry Festival (\$30 Fee for all returned checks)

Total Fee: \$ _____ Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

CC #: _____ Exp Date: _____/_____/_____ (mm/yy)

Contact Name: _____ CVV2 (3 or 4 digit) _____

Mailing Address: _____ City _____ State _____ Zip _____

I authorize the Carolina Strawberry Festival to charge the credit card indicated above and I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature: _____ Date: _____

Mail to: Carolina Strawberry Festival, 316 E Murray St, Wallace, NC 28466

For More Information: Call 910-447-9925 Email: vendors@carolinastrawberryfestival.com or Visit:

www.CarolinaStrawberryFestival.com