



4th Annual Smoking in the Foothills BBQ Festival
Vendor Application
October 19-20, 2018 – Downtown Lenoir, NC



<i>Name of Business/Organization</i>	
<i>Contact Person</i>	<i>Certificate of Registration Number</i>
<i>Address</i>	<i>City/State/Zip</i>
<i>E-Mail</i>	<i>Phone</i>
List all sale/display/free items at your booth. Everything must be listed and approved. Use a separate sheet and attach if necessary. Restrictions apply. Submit photos of booth & products.	

All Fees are Non-Refundable. Event is Rain or Shine.

Vendor spaces are no less than 10' along the length of the street and 10' deep.

110v power is available in many spaces. Please specify if you require electricity.

Vendor Type		Booth Cost Before 09/01	Booth Cost Before 10/01	# of Spaces	Booth Cost Total
A.	Handcrafted Items	\$75	\$100		
B.	Jewelry – handcrafted & commercial	\$75	\$100		
C.	Caldwell County Businesses – info only for service product lines (realty, insurance, etc.) <i>Limited Spaces</i>	\$75	\$100		
D.	Commercial Crafts – (resale pocketbooks, handmade imports, etc.) <i>Limited Spaces</i>	\$75	\$100		
E.	Other Commercial – (sunglasses, t-shirts, windows, siding, etc.) <i>Limited Spaces</i>	\$75	\$100		
F.	Non-Profit – ALL Giveaway items must be approved	\$75	\$100		
G.	Non-Inspectable Food – (funnel cakes, pork skins, kettle corn, etc.) NCDCA Permit Required. <i>Limited Spaces</i>	\$75	\$100		
H.	Food Vendor	\$125	\$150		

Extras	Cost	# of Circuits Needed	Yes/No	Extras Cost Total	List ALL electric units that will be used. lights, microwaves, refrigerator, etc.
110v / 15 amp max	\$15				
Water Hook-Up – <i>Limited Spaces</i>	\$25				
Generator Use Requested					
*220v power is unavailable. *Vendor is responsible for bringing 100' drop cord.					



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Total Cost (Booth Cost Total + Extras Cost Total)	
Setup & Teardown Deposit – Separate Check Required	\$100

The Setup & Tear-Down Deposit Check will be held by the City of Lenoir Main Street Program until 6pm on Saturday, October 20. Once the festival is officially closed, the check will be returned provided the vendor attends the festival and does not leave before the close of the festival. If the vendor does not attend or leaves before the close of the festival the Setup & Teardown Deposit is forfeited to the City of Lenoir Main Street Program. **Please make checks payable to Smoking in the Foothills.**

Festival Agreement: In consideration of being a vendor of the 4th Annual Smoking in the Foothills BBQ Festival (SITF), the undersigned agrees to indemnify, protect, and hold harmless the City of Lenoir, Smoking in the Foothills 501c3, sponsors, and volunteers of SITF from all claims, liability, or lawsuits, including reimbursement of attorney fees in defending such claims and/or 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 the Rules and Regulations for the 4th Annual Smoking in the Foothills BBQ Festival 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 City of Lenoir, all sponsors, and volunteers of the SITF from any responsibility of theft, damage, or loss.

Signature_____

Date_____

For more information and event details, visit
www.smokinginthefoothills.com



DowntownLenoirNC.com

Additional Comments or Requests:



4th Annual Smoking in the Foothills BBQ Festival
Rules, Regulations & Application Procedure
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Application Procedure:

1. Complete Vendor Space Application in full.
2. Submit at least three photographs representative of your current work even if you have attended a Downtown Lenoir event in the past. Please know that all applications without photographs will not be considered. *Photographs are required from ALL vendors.*
3. For payment, please include two checks. One for the Booth Fee and one for the Setup & Teardown Deposit. **Make all checks payable to Smoking in the Foothills.** *Note: All vendor monies will be held until acceptance from the committee. Accepted vendor monies will be deposited immediately. Rejected vendor monies will be returned to the vendor.*
4. All applicants must enclose a *Self-Addressed Stamped Envelope* with postage for your festival notification.
5. **Mail to: City of Lenoir, c/o Main Street Program, 801 West Ave, Lenoir, NC 28645.** *Be sure there is sufficient postage on your entry.*
6. Applicants will be taken until booth space is filled. Additional vendors will be placed on a waiting list.

Festival Notes:

1. Vendors must check-in for festival at the designated time. *Check-in violation may lead to future non-acceptance into the festival.*
2. No pets are allowed inside the festival.
3. No smoking is allowed in vendor booth areas.
4. All vendors must remain open for attendees until the festival closes at 10pm on Friday and 6pm on Saturday.
5. All vendor spaces must be cleaned including all necessary trash particles.
6. All vendor tents must be safely secured in case of heavy wind or inclement weather.
7. Via Email set-up instructions and assigned vendor space location will be sent to accepted applicants prior to the event. *A valid email address is required and imperative.*

Non-Food Vendors:

1. Be sure you understand the space of your booth. Exhibit space must be self-contained. No tent poles, guy wires, trailer hitches, tables, displays, or merchandise will be permitted beyond your space.
2. Tables must be draped and booths should present an attractive appearance.
3. Each vendor is requested to prominently display a sign with his/her name or the trade name and product.
4. Items sold must be in keeping with the festival's family environment. The organizers reserve the right to ban or dismiss any vendor or product that it deems offensive.
5. Power is limited. Power can be provided at an additional cost to the vendor.
6. Clean up includes all trash, zip ties, and all particles of trash in your vendor space. *Clean up violation may lead to future non-acceptance into the festival.*



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Set-Up:

- + Set-Up will begin at 2:00pm to 3:00pm on Friday, October 19 and from 8:30am to 9:30am on Saturday, October 20.
- + If you would have special set-up requests please specify in Additional Comments on the application form. The City of Lenoir will do our best to accommodate these requests.
- + The City of Lenoir and Smoking in the Foothills cannot accept responsibility for loss or damage of an exhibitor's merchandise.

Tear Down:

- + Vehicles will not be permitted to enter the Festival until 10:00pm on Friday, 6:00pm on Saturday 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 has been thoroughly cleaned of all debris.
- + Vendors will only be allowed to bring vehicles onto the grounds once they are dismissed by the Festival staff. Local police and volunteers will be present to direct.
- + Vendors who leave early, do not abide by Festival rules, or generally operate in a manner that the Festival staff deem unsafe or discourteous may forfeit their Set-Up & Tear-Down Deposit (\$100) and may not be invited to future festivals.

Required Forms:

- + Waiver of Liability (will be sent with acceptance letter)
- + NC Sales and Use Tax Certificate (www.dor.state.nc.us / 877.252.3052)

Cancellation Policy:

- + Accepted vendors may request cancellation by March 31, 2018 for a full-refund of the Vendor Fee and Deposit. No refunds will be given after March 31, 2018.

Please address any additional questions to the City of Lenoir Main Street Program:

Kyle Case
Main Street Program Coordinator
828.757.4451
kcase@ci.lenoir.nc.us

Thank you for your interest in participating in the

4th Annual Smoking in the Foothills BBQ Festival

For more information and event details, visit

SmokingInTheFoothills.com

DowntownLenoirNC.com