



# ARTS/CRAFTS VENDOR APPLICATION

Festival Date: April 22, 2023  
Application Deadline: March 15, 2023

Please note that a NC Sales Tax Registration Number is required. Applications submitted without a valid NC Sales Tax Number will be returned. Your NC Sales Tax Number must be displayed on the day of the festival.

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

Contact Person: \_\_\_\_\_ NC Sales Tax No: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address\*: \_\_\_\_\_ Website: \_\_\_\_\_

\*Please print legibly, as all festival communications will be sent to the email address provided.

Preferred set-up time (not guaranteed) select one:  6:30 a.m.  7:30 a.m.  8:30 a.m.  No Preference

**This is a rain or shine event!**

Greening Up The Mountains is an Arts Festival with a focus on Appalachian Arts. Our vendor retail spaces are reserved for Artisans. Applications from retail stores and independent consultants that are not selling handmade arts and crafts will be declined. There is a separate application for food vendors and non-profit organizations. Please visit our website to find additional application options and application guidelines.

Please select the option that best describes the goods you plan to sell at the festival:

Pottery  Jewelry  Photography  Painting  Handmade Furniture  Soaps/Lotions

Metalworks  Knives  Other, please describe: \_\_\_\_\_

**2023 Fee Schedule for Arts and Crafts Vendors:**  
**Applications received by February 15: \$90.00**  
**February 16 to March 15: \$100.00**

Type of vehicle:  Car  Truck  Truck and Trailer

Please submit the application at [events@townofsylva.org](mailto:events@townofsylva.org)  
followed by payment at <https://townofsylva.us/#/>.

Please email two photographs of your work and at least one photograph of your booth setup to [greeningupthemountains@townofsylva.org](mailto:greeningupthemountains@townofsylva.org). Photographs may be posted on the festival's website and social media sites for promotional purposes.

By signing this application, you affirm that you have read and agree to abide by the attached festival policies and understand that no electricity or wi-fi service will be available on the day of the festival. You further consent that the photographs submitted may be used on the festival's website and social media outlets to promote the festival. If you have specific needs, please attach a detailed note describing any accommodations that may be needed, including special parking needs. There will be no re-assignment of vendor booth spaces once the layout has been finalized. Further, you agree to abide by the COVID 19 policy and any guidelines which may be implemented before the date of the festival.

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

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_ Cash: \_\_\_\_\_



**2023**

## **GREENING UP THE MOUNTAINS ARTISAN VENDOR POLICIES**

**Please read carefully as some of our policies have changed  
Application Deadline is March 15, 2023**

*Please read this information carefully prior to submitting a vendor application. Each application will be reviewed by the festival committee for compliance with these terms to determine your acceptance into the festival. The submission of your application does not guarantee acceptance into the festival, regardless of your participation history with the festival.*

### **FESTIVAL MISSION AND VENDOR ALIGNMENT**

The Greening Up the Mountains Festival is a celebration of spring through both traditional and contemporary forms of Appalachian art, music, food, and beverage which honor our community and local artisans. This is a heritage arts festival and, as such, requires that all artisans and crafters be engaged in the business of selling their own fine arts and handmade crafts. No mass-produced items will be permitted at the festival, this includes, but is not limited to, t-shirts, signs, stickers, skin care products, and food products (with the exception of drinks).

### **APPLICATIONS**

Artisans and Crafters are required to submit three (2-3) GOOD photos of the products that will be sold on the day of the festival, as well as one (1) GOOD photo of their booth set up. The photos assist the committee in making determinations about which applications to accept and assigning vendor booth spaces. Photos will also be used on the festival's social media platforms to promote the festival. Vendors must adhere to selling the products as described on their application which have been reviewed by the festival committee. All vendors are required to submit the requested photos, regardless of participation history and previously submitted photos. Applications that do not include photos and payment are considered incomplete and will be denied. Please DO NOT mail hard copies of your photos, digital photos are required. Please be sure to include the name of your business as it appears on your application in your email so that your photos can be properly matched with your application. There is not a digital application, applications and payments must be submitted to the Town of Sylva via US Mail.

### **SELECTION PROCESS**

All applications will be reviewed by the festival committee to determine compliance with our policies and alignment with our mission as stated above. Submission of your application does not guarantee your acceptance to the festival, regardless of your participation history. Greening Up The Mountains Festival does not have priority acceptance for previous participants. Applications are reviewed independently each year to make the best determination of the vendors and products that best fit the festival's mission.

We receive many applications from vendors selling duplicate products. It is not in the best interest of the festival or the vendors to accept an overabundance of vendors selling like items, therefore, the committee must make choices between vendors selling like products based upon variety. This happens frequently with vendors selling soap or jewelry. Sometimes, we receive so many, we simply cannot accept them all.

Applications received by February 15 will be either accepted or rejected and you will receive an email regarding the status of your application by March 1.

Applications received by March 15 will be either accepted or rejected, based upon the above-referenced criteria and the number of spaces remaining, and you will receive an email regarding the status of your application by April 1.

There is no appeal process. If your application is not accepted, you will receive a full refund of your fees.

If your application is accepted and you learn that you cannot attend the festival, please notify the event coordinator as soon as possible.

## **COMMITMENT TO SUSTAINABILITY**

No plastic bags are permitted. This specifically refers to plastic grocery-style bags used by customers to carry the products they purchase from your booth. Please use recyclable paper bags or reusable bags. This does not apply to products packaged in plastic bags, such as kettle corn, or food items, such as pastries, that are pre-wrapped in plastic.

No styrofoam containers, including, but not limited to, cups and plates, are permitted. Vendors must use reusable or recyclable products (paper or plastic food containers are recyclable in our area).

## **ELECTRICITY**

No electricity is available. You may use a whisper quiet generator, if needed, but no loud generators are permitted. If you bring a loud generator, you will be asked to remove it from the festival area and you will not receive a refund of your fees if you are unable to continue business. You will not be permitted to break down your booth until the festival is over.

## **WI-FI**

No wi-fi is available in the festival area. You will need to provide your own data if you plan to accept credit cards.

## **REFUNDS**

This is a rain or shine event. No refunds will be issued for any reason other than those specifically named herein.

## **CONDUCT**

Absolutely no disrespectful or inappropriate interference with festival attendees, volunteers, or staff will be tolerated. This will result in immediate ejection from the festival. You will not receive a refund of your fees. Your application will not be accepted for future festivals. There is no appeal process.

## **COMMUNICATION**

All communication with the event coordinators and members of the festival committee must take place via email at [greeningupthemountains@townofsylva.org](mailto:greeningupthemountains@townofsylva.org), or via previously scheduled in-person meetings at the Sylva Town Hall, 83 Allen Street, Sylva, NC 28779. Email is the best method for contacting the event coordinators and messages will be returned as quickly as possible.

## **SET UP AND TAKE DOWN**

You will receive an email regarding your assigned set up time once the festival layout has been finalized. Set up times are staggered by the various festival zones and are in place to provide an equal number of volunteers to each zone as vendors arrive to unload, as well as to ensure the safety of all vendors, volunteers, and staff as vendors are unloading. Our application asks for a preferred set up time. Please be aware that set up times are directly related to your location, therefore if you request a booth space in a zone that is scheduled for 6:30 a.m., and we are able to accommodate your request, then your arrival time will be 6:30 a.m. If you are traveling from a far distance and need a later arrival time, you need to state that on your application, and we will work to assign you to a zone with a later arrival time. Preferred arrival time requests are not guaranteed, but the committee tries to accommodate as many requests as possible. Once the layout has been finalized, it is too late to request a change in your location/arrival time.

**NEW REQUEST:** We request that all vendors arrive to the festival with a “back wall” for their booth space. This may be a tarp, a large piece of plastic, or one of the panels which come with many booths now. This is to provide a barrier between your booth space and the person whose booth will be backed up to yours. Additionally, please provide an accessible hand sanitizer pump in your booth space for your patrons to use while visiting your booth. We appreciate your cooperation in making every effort to create a festival environment that is as safe as possible.

You may not begin to break down your booth until the festival is over at 4 p.m.

## **ACCOMMODATIONS**

Once the vendor booth assignments have been sent out, there will be no changing of booth assignments. If you have special concerns or need accommodations, such as handicap or special parking, you **MUST** state this on your application. We have much more flexibility in accommodating your needs during the planning stages. Once the layout is finalized, any changes would adversely affect other vendors.

## **BOOTH ASSIGNMENTS**

The planning committee tries to accommodate as many booth space requests as possible, but we are not able to accommodate them all, as we have approximately 175 booth spaces and nearly that many vendors. The committee assigns booth spaces based upon the needs of the festival. We kindly request that you refrain from sending emails and leaving messages regarding the reasons why you were assigned a specific booth space. It is the committee's job to make the festival fun and interesting for the attendees and profitable for the vendors and it is with this in mind that the spaces are assigned. No refunds will be issued if you are unhappy with your booth space.

Any vendor who fails to comply with the Festival's policies in their entirety will not be considered for participation in future festivals. By submitting your application for the Greening Up The Mountains Festival, you are agreeing to abide by the festival's policies as stated above.

## **COVID 19 COMPLIANCE**

The planning committee will continue to monitor the ongoing status of COVID 19 protocols statewide and locally and will issue further guidelines regarding festival participation in compliance with any COVID 19 restrictions and protocols which may remain in place at that time. Please be advised if conditions and requirements require that participants wear masks, vendors will be required to comply with a potential mask requirement regardless of vaccination status. No refunds will be provided for vendors who refuse to comply with protocols that may be deemed necessary at the time of the festival. Conditions are ever-changing and it is impossible to determine what the situation may be in April. However, the GUTM Festival is committed to providing an event which is as safe as possible for everyone.

If the festival has to be cancelled due to COVID 19 restrictions which may remain in place at that time, all vendors will receive a full refund of their application fee.

The GUTM festival will be providing handwash stations/hand sanitizer stations, as well as increasing the space between booth spaces.

This is a rain or shine event and no refunds of vendor fees will be issued for any reason other those named herein.

Please remember, every representative that you come into contact with is a volunteer, so please be kind.