



# FOOD VENDOR APPLICATION

Festival Date: April 27, 2019

Application Deadline: March 15, 2019

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.

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

Food vendor spaces are reserved for full-service food vendors and are subject to inspection by the Environmental Health Department. If you are selling ice cream, popcorn, snow cones or similar items, please complete an Artisan Vendor Application.

Please attach an itemized menu of the food items you plan to sell at the festival. The festival planning team works very hard to avoid duplicate food vendors, so please adhere to the menu provided on this application.

Type of set up:  Trailer/Food Truck  Tent

Food Truck/Trailer/Tent Size: \_\_\_\_\_

**The Food Vendor Fee for 2019 is \$215.00.**

There are a limited number of food vendor spaces with electricity. We have additional food vendor spaces for those who do not require electricity. Please add \$35.00 to your fee if electricity is required.

Calculate Amount Due:	
Food Vendor Space	\$ <u>215.00</u>
Electricity (if applicable)	\$ _____
Amps Needed:	_____
Voltage Needed:	_____
Refundable Deposit:	\$ <u>100.00</u>
Total Amount Due:	\$ _____

Make checks payable to: Town of Sylva, 83 Allen Street, Sylva, NC 28779. Please email up to five photographs to [greeningupthemountains@gmail.com](mailto:greeningupthemountains@gmail.com) to be used for promotional purposes.

By signing this application, you affirm that you have read and agree to abide by the festival policies and understand that no electricity (unless requested on this application) 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 in order to promote the festival. If you have any specific needs, please attach a detailed note describing any accommodations you may need. There will be no re-assignment of vendor booth spaces once the layout has been finalized.

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

**FOR OFFICE USE ONLY**

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

# 2019 VENDOR POLICY

2019-22nd Annual



*This vendor policy applies to all arts and crafts vendors, food vendors, nonprofit, and local government applicants to the 2019 Greening Up the Mountains Festival in Sylva, North Carolina, scheduled for Saturday, April 27, 2019.*

*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.*

## 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. Artisans from the expanded Appalachian area are invited to apply. Accordingly, the festival requires that all applicants meet one the requirements of at least one of the following categories. You will be notified of your acceptance into the festival after your application has been reviewed by the committee. Once you have been accepted into the festival, no refunds will be issued for any reason.

**ARTS AND CRAFTS VENDOR**—Vendors must be engaged in the business of selling their arts and/or crafts that are handcrafted and locally produced. No retail businesses or independent consultants selling non-handmade products will be accepted to the festival. This applies even if you may have participated in previous years. Booth spaces are approximately 11' x 11'. No small appliances such as crock pots, electric skillets, coffee pots, etc. are permitted.

**NONPROFIT/COMMUNITY ORGANIZATIONS**—Nonprofit and Community Organizations **MUST PROVIDE** an activity for festival attendees. This includes games with prizes, raffles, free samples, or other relevant interactive activities. Please contact the GUTM coordinator if you'd like assistance or suggestions for appropriate activities.

**FOOD VENDORS**—Food items which require a permit from the local health department including, but not limited to, any type of meat (hot and cold), cheese, egg or milk-based products, and/or produce (raw and cooked). Food vendors must complete an application for a permit and arrange for an inspection with the Jackson County Health Department prior to the festival. *Items that do NOT require a permit:* Baked goods, lemonade/orangeade, popcorn, caramel corn, shaved ice, candies, and ice cream. (These vendors may apply as retail vendors).

**MANDATORY FOOD VENDOR DEPOSIT:** ALL food vendors (that qualify above) must submit a \$100 deposit. This deposit will be refunded to you after the festival, following proper cleanup of your area and disposal of grease, water, and other waste items. Disposal of these items is the responsibility of the vendor. Festival organizers will inspect each booth upon take down to insure proper clean up (no grease poured down drains or on ground, no trash left behind, etc.)

## THIS EVENT IS RAIN OR SHINE!

**ELECTRICITY**—There is a limited number of food vendor spaces with access to electricity. All other vendors will not have access to electricity.

**WI-FI**—Wi-fi will not be available on the day of the festival. You will need to provide your own data access if you plan to accept cards as payments or your booth activity requires internet access.

**REFUNDS**--Vendor applicants whose booth descriptions do not meet the above requirements will be declined. A refund of your payment will be issued following the committee's decision. Vendors who are accepted into the festival will be charged according to the fee schedule described in the 2019 GUTM Application and no refunds will be made for any reason. This is a rain or shine event. All decisions made by the festival committee regarding acceptance or denial of vendor applications are final and will not be reviewed.

**PROPER CONTACT AND CONDUCT**--All communication with the event coordinator and members of the festival committee must take place via phone at 828.554.1035, via email at [greeningupthemountains@gmail.com](mailto:greeningupthemountains@gmail.com), or via previously scheduled in-person meetings at the Sylva Town Hall, 83 Allen Street, Sylva, NC 28779. Any vendor applicant who makes unreasonable attempts to contact the event coordinator or other festival staff via personal phone numbers, personal email addresses, or at their places of home, worship, or business will be automatically denied entrance into the festival.

**ABSOLUTELY NO DISRESPECTFUL OR INAPPROPRIATE BEHAVIOR OR INTERFERENCE WITH FESTIVAL ATTENDEES WILL BE TOLERATED.** This will result in immediate ejection and future denial to participate in the Greening Up The Mountains Festival.

This festival operates through the generosity of volunteers. Please be kind.