



FOOD 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.

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.

2023 Fee Schedule for Food Vendors is \$225.00 + Refundable \$100 Deposit

Please submit payment at <https://townofsylva.us/#/>. Please email up to five photographs to greeningupthemountains@townofsylva.org to be used for promotional purposes.

Type of Set Up: Trailer/Food Truck Tent

Food Truck/Trailer/Tent Size (including Hitch) _____

Length of Electrical Cord _____ Amps Needed: _____ Voltage Needed: _____ Type of Plug (see attached diagram) circle one: A B C D

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	\$ 225.00
Electricity (if applicable)	\$ _____
Refundable Deposit:	\$ 100.00
Total Amount Due:	\$ _____
Send form to: events@townofsylva.org	

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, including any restrictions which may be implemented before the day of the festival.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Amount: _____ Check # _____ Cash: _____



2023

GREENING UP THE MOUNTAINS FOOD 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 strive to provide a variety of food products to festival attendees and to avoid placing food vendors selling similar items next to each other.

The committee's decisions regarding the acceptance of applications is final and 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).

The Greening Up The Mountains Festival requests your assistance in reducing the overall amount of waste produced by food vending. While the following suggestions are not required, the festival appreciates any efforts which you are willing to make:

- Consider selling food items which do not require the use of plastic utensils.
- If utensils are needed, please consider offering individual utensils rather than those packaged in plastic.
- Encourage your patrons to dispose of their waste at the recycle stations which will be set up in the park.
- Make a general assessment of your set up and consider ways that you can reduce the amount of waste and/or replace disposable items with reusable or recyclable items. Recycle stations will be available in the park for recyclable waste items which are generated during the course of doing business. Composting is not yet available in our area.

ENVIRONMENTAL HEALTH

Food items which require a permit from the local Health Department, include, but are not limited to, any type of meat (hot or cold), cheese, egg, milk-based products, and/or produce (raw or cooked). Food vendors must complete an application for a permit and arrange for an inspection with the Jackson County Health Department a minimum of two weeks prior to the festival.

The following items do NOT require a permit: baked goods, lemonade/orangeade, popcorn, caramel corn, shaved ice, candies, and ice cream. Vendors selling these items may apply as an artisan vendor.

ELECTRICITY

There are a limited number of booth spaces with access to electricity. There is an additional \$35 charge that will be added if you request electricity. Please be sure to state on your application the type of electrical outlet that you need and the length of your cord if you are using a food truck or trailer. If you do not require the use of electricity, it provides greater flexibility in the placement of your booth.

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.

DEPOSIT/REFUNDS

Food vendors who are accepted to the festival must submit a \$100 refundable deposit. Your deposit will be refunded after the festival, following proper cleanup of your area and proper disposal of trash, grease, water, and other waste items. Disposal of these items is the responsibility of the vendor. Festival organizers will inspect each booth upon departure to insure proper clean up (no grease poured down drains or on ground, no trash left behind, etc.)

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 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. Emails will be returned as soon as possible.

SET UP AND TAKE DOWN

Food vendors are scheduled for arrival on the Friday evening before the festival with staggered arrival times beginning at 6:15 p.m. You will receive further information regarding your specific arrival time once your application has been accepted and the festival layout has been finalized.

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.

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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

Food vendors spaces with access to electricity are minimal, so placements are assigned based upon the electrical needs of the vendors. This leaves the committee with minimal leeway in assigning vendor booth spaces. The event coordinator is happy to speak with you individually regarding your booth placement needs.

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.

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 encounter is a volunteer, so please be kind.