



The 39<sup>th</sup> Annual International Folk Festival  
 September 23 - 24, 2017  
**ARTS & CRAFTS VENDOR APPLICATION**  
 \*DEADLINE- August 28, 2017\*

Name \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about this vendor opportunity? \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

Complete description of items being sold (must include photos of samples of merchandise with application):

<b>FEES</b>			
Arts and Crafts Booth (10' x 10')	# _____ @ \$80	plus# _____ Electricity @ \$30: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total \$ _____
	Special Saturday Morning Load-In @ \$25	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total \$ _____
<b>Late Fee</b>	@ \$50		Total \$ _____
<i>(if postmarked after August 28, 2017 and accepted by the Arts Council)</i>			
			<b>Total Enclosed:</b> \$ _____
<p>Make checks payable to <b>The Arts Council of Fayetteville/Cumberland County</b>            Checks will not be accepted after September 1, 2017. Payments also accepted by PayPal or Credit Card.            Return application with payment to: <b>P.O. Box 318, Fayetteville, NC 28302</b></p>			
<b>BOOTH DETAILS</b>			
<b>Does your setup include:</b> <input type="checkbox"/> Canopy <input type="checkbox"/> Mobile unit    What size? _____ x _____			
<b>List of all equipment and amps:</b> (Max. power per vendor is 50 amps):			
<b>Special requests:</b> (The Arts Council will try to accommodate requests, but cannot guarantee fulfillment.)			

\* All vendors must commit to both days of the festival, Saturday Noon-8 p.m. & Sunday Noon-6 p.m. See the Arts Council's **IFF 2017 Vendor Information/Rules** for complete guidelines. **Vendor fees are non-refundable.**  
 The Arts Council, any businesses involved and any government agencies involved are not responsible for accident or loss before, during or after the festival period including any loss due to weather. By signing below, vendor attests that all conditions, policies, procedures and guidelines set forth in the application package have been read, understood and agreed to.

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

<b>For Arts Council Use – 2017</b>		
Date postmarked _____	Amount Received _____	Accepted _____
Confirmation Sent _____	Dbase _____	Space _____

**2017 Festival Schedule**

**Friday, September 22**

Event: Vendor Load-In                      Location: Festival Park                      Time: 1:00 p.m. – 5:00 p.m.

**Saturday, September 23**

Event: IFF – Parade of Nations                      Location: Downtown                      Time: 10:00 a.m. – Noon  
IFF – Festival Day 1                      Festival Park                      Time: Noon – 8:00 p.m.

**NOTE: Vendors may not begin selling until the parade is over at noon.**

**Sunday, September 24**

Event: IFF – Festival Day 2                      Location: Festival Park                      Time: Noon – 6:00 p.m.

**Included are all rules and requirements for participation in the Arts Council of Fayetteville/Cumberland County's 39th Annual International Folk Festival. Any questions or concerns should be directed to Bob Pinson at bobp@theartscouncil.com, (910) 323-1776 ext. 229.**

**General Rules**

- A) Vendors must be open for business during operating hours on both festival days, Saturday and Sunday. **Vendors are not permitted to sell on Friday. Vendors may not begin selling on Saturday until after the parade is over at noon.**
- B) Vendors must provide their own canopies, equipment, tables, chairs, extension cords, etc.
- C) The International Folk Festival is a **rain-or-shine festival**. Refunds will not be granted as a result of weather.
- D) Vendors may attach side walls to canopies not exceeding 200 square feet. Any canopy in excess of 200 square feet must be certified as either being composed of flame resistant material or treated with a flame retardant in order to attach side walls and requires a permit and approval from a fire code official. All compliance decisions rest with the fire department.
- E) All fees must be paid in full prior to the event. All fees are non-refundable.
- F) Booth fee includes City of Fayetteville vendor permit. **Food vendors must obtain necessary Health Department License no later than two weeks prior to the event.**
- G) Vendors will be notified by mail or e-mail of their acceptance to the festival within two weeks of applying. The Arts Council reserves the right to reject applications.
- H) **All vendor applications must include:**
  - 1) A photograph of the unit with dimensions written on the back.
  - 2) Photos and a list of all food/merchandise/arts & crafts items to be sold (only approved items may be sold by vendors).
  - 3) All fees (check or money order payable to The Arts Council of Fayetteville/Cumberland County).
  - 4) Fees may be paid through PayPal or Credit Card.
  - 5) Any verifying documentation (if applicable).
- I) Vendors who desire the return of documentation materials and additional information after the festival must include a self-addressed, stamped envelope with their applications.
- J) The Arts Council reserves the right to provide exclusive vending privileges to festival sponsors. Coca-Cola is the exclusive soft drink of the International Folk Festival. The Arts Council will also be selling Coke products and bagged ice to vendors both days of the festival. **Food vendors must purchase Coke products, water and bagged ice from the Arts Council. A beverage license is required for food vendors to sell homemade frozen drinks,**

**lemonade or iced tea. Water and Coke products will be also be sold at Arts Council beverage stations throughout the festival. Vendors are strictly prohibited from selling alcoholic beverages.**

- K) Vendors are not allowed to bring their own motorized carts to the festival except as needed to provide access to the site for those individuals with disabilities in order to comply with state and federal laws and regulations.
- L) Unprofessional conduct or abusive language by vendors towards festival staff, volunteers, other vendors or attendees will be cause for possible exclusion from future festivals, or, if flagrant enough, immediate expulsion.
- M) **Vendors are responsible for the security of their booth during load-in, load-out and during festival operating hours. Additional security will be provided only at night while the festival is closed on the following schedule:**

**Friday: 6:00 p.m. to 7:00 a.m. on Saturday  
Saturday from 8:00 p.m. to 10:00 a.m. Sunday**

**NOTE: Although the Arts Council will have security in the park, all vendors are responsible for their own security and insurance. Please do not leave valuables unsecured and in plain sight..**

## **Vendor Categories:**

**General:** The mission of The Arts Council of Fayetteville/Cumberland County is to support individual creativity, cultural preservation, economic development, and lifelong learning through the arts. In support of our mission, vendor fees are lower for artists that either personally create their works or cultural arts and crafts that may be produced locally or in their native country in order to encourage their participation.

Specific rules and requirements apply to each of the three categories. Be sure to read and understand all rules and guidelines specific to your vendor category before applying.

### **A) Arts & Crafts**

This category is juried with cash awards totaling \$1,000 for best original handmade art or craft items being sold. 1st Place receives \$500, 2<sup>nd</sup> place: \$300, 3<sup>rd</sup> place: \$200.

**Arts & Crafts- \$80 per 10' x 10' space; electrical access requires additional \$30 fee**

- 1) Spaces measure 10' x 10' and limitations are strictly enforced. If more space is needed, additional booth spaces must be purchased.
- 2) All work must be original in design & created by the exhibitor.
- 3) Originals including work in graphics, photography, acrylics, oils, watercolors, clay, glass, fiber, wearable art, traditional folk art, leather, jewelry, wood, metal work, & mixed media are eligible.
- 4) Exhibitors are encouraged to demonstrate their art or craft.
- 5) Arts & Crafts vendors may not sell any food or beverage products.

**NOTE: If you don't create what you sell, then you are not an Arts and Craft vendor!**

### **B) Commercial Merchandise**

These vendors are for-profit businesses or individuals that have no cultural affiliation and sell items that they did not create themselves .

**Commercial Merchandise – \$500 per 10' x 10' space; electrical access requires additional \$30 fee**

- 1) A select number of vendors selling in this category will be permitted.
- 2) Spaces measure 10' x 10' and limitations are strictly enforced. If more space is needed, additional booth spaces must be purchased.
- 3) Merchandise vendors may not sell any food or beverage products.

## C) Commercial Food

These vendors are for-profit businesses or individuals that have no cultural group affiliation and are selling food items.

### **Commercial Food – \$900 per 15' x 10' space; electrical access requires additional \$30 fee**

- 1) Vending spaces measure 15 feet wide and 10 feet deep, and limitations are strictly enforced. If more space is needed, additional booth spaces must be purchased. Vendors in violation of stated dimensions will forfeit participation and all fees paid.
- 2) **Food prices must be posted and visible to the public. Failure to comply with this requirement will result in your booth being closed until corrected.**
- 3) If warming or cooking devices are used, a charged & inspected fire extinguisher (minimum Class K portable) must be visibly accessible in the booth.
- 4) If warming or cooking devices are to be used under a canopy, the vendor must have proof that the canopy has been treated with fireproofing chemicals.
- 5) Generators are not permitted, but should be brought as an emergency back-up.
- 6) Food vendors may not attach sides or walls to canopy.
- 7) **Food vendors must comply with all FDA and Health Department regulations. For more information contact Environmental Health, (910) 433-3693. All documentation should be submitted to Health Department two weeks prior the event.**
- 8) **The Fayetteville Fire Dept. and Cumberland County Health Dept. will inspect all food booths prior to opening.**
- 9) **All vendors should note that it is their sole responsibility to assure that safety and legal status is achieved through the permitting agencies. The Arts Council will issue no refunds to vendors who are unable to obtain proper permits or fail to pass inspections.**
- 10) The Arts Council reserves the right to provide exclusive vending privileges to festival sponsors.
- 11) **Food vendors must purchase Coke products, to include water and bagged ice from the Arts Council to re-sell. Vendors may not sell any soft drink product, to include Coke products, except that which is purchased from the Arts Council.**
- 12) **An Arts Council beverage permit is required for food vendors to sell homemade frozen drinks, lemonade or iced tea.**  
**Vendors are strictly prohibited from selling alcoholic beverages.**
- 13) The concrete or the grass within the booth space must be covered to protect from spilled grease.

## Water/Electricity/Waste

- A) Electrical hookups are available upon request for a fee. Water is available to all vendors at centralized locations. Vendors must provide their own appropriate water hoses.
- B) Vendors must supply their own drop cords. Two (2) 100 ft. cords are recommended as a minimum.
- C) Gray water tanks will be provided in food vendor areas.
- D) Food vendors are responsible for the containment, removal and disposal of waste grease. Grease may not be disposed of in gray water tanks or storm drains. Violations of these ordinances may result in a minimum \$250 fine imposed by the City of Fayetteville and a permanent ban from the International Folk Festival.

## **Check-In/Set-Up**

- A) The IFF vendor application process must be complete before a vendor may be considered for placement at the festival. Space assignments are made by the Arts Council, at the Arts Council's discretion.
- B) IFF vendor check-in will take place on Friday, September 22, 2017, 1 p.m.-5 p.m. **Reminder: Vendors will only be permitted to sell on Saturday after the parade at noon to 8 p.m. and Sunday noon to 6 p.m.**
- C) Vendors are to arrive according to a schedule that will be provided by the Arts Council prior to the festival.
- D) Maps and instructions will be mailed with confirmation notices.
- E) **All vendors are responsible for their own insurance policies.**
- F) All vendors are responsible for collecting & reporting any applicable taxes (local, state, & federal.)

## **Vendor Schedule**

### **Friday:**

Load-in: 1 p.m.-5 p.m.  
Security: 6 p.m. - 8 a.m. Sat.

### **Saturday:**

Late Load-in: 7 a.m. – 9 a.m. NOTE: \$25 fee required for a Saturday morning check-in.  
Festival hours: Noon-8 p.m.  
Security: 8 p.m. - 10 a.m. Sun.

### **NOTES:**

1. **Although the Arts Council will have security in the park, all vendors are responsible for their own security and insurance. Please do not leave valuables unsecured.**
2. **Business hours may be extended to accommodate performance schedule.**

### **Sunday:**

Restock: 8:30 a.m. to 10:30 a.m.  
Festival Hours: Noon – 6 p.m.  
Breakdown: 6 p.m. – 8 p.m. (All vendors)

**Load-In and Breakdown may only occur during these stated time periods.**