

The 41st Annual International Folk Festival

Information/Rules & Guidelines September 27 – 29, 2019

Commercial Food or Merchandise Vendors

2019 Festival Schedule

Friday, September 27

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

Saturday, September 28

Event: IFF – Parade of Nations Location: Downtown Time: 10:00 a.m. – Noon
IFF – Festival Day 1 Festival Park Time: Noon – 8:30 p.m.

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

Sunday, September 29

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 41st Annual International Folk Festival. Any questions or concerns should be directed to Bob Pinson at bobp@theartscouncil.com or Antonio Renteria at antonior@theartscouncil.com (910) 323-1776.

General Rules

- A) **Vendor set-up will begin at noon and end at 5 p.m. on Friday, September 27th. Vendors may not sell on Friday. Vendors may not begin selling on Saturday until after the parade is over at noon. Vendors must be open for business during operating hours on both festival days, Saturday and Sunday.**
- B) Vendors must provide their own canopies, equipment, tables, chairs, extension cords, power adaptors 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) Vendors will be notified by mail or e-mail of their acceptance to the festival. The Arts Council reserves the right to reject applications.
- G) **All vendor applications must include:**
 - 1) A photograph of the unit with dimensions written on the back.
 - 2) All fees (check or money order payable to The Arts Council of Fayetteville/Cumberland County).
 - 3) Fees may be paid through PayPal or Credit Card on the Arts Council's website (www.theartscouncil.com) or by phone to our receptionist at 910-323-1776.
- H) Vendors who desire the return of documentation materials and additional information after the festival must include a self-addressed, stamped envelope with their applications.
- I) The Arts Council reserves the right to provide exclusive vending privileges to festival sponsors
- J) 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.
- K) 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.

L) 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 8:00 a.m. on Saturday
Saturday from 8:30 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 or in plain sight..

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.

Be sure to read and understand all rules and guidelines before applying.

A. Commercial Food

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

Commercial Food – \$1,150 per 15’ x 10’ space which includes electricity.

- 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 on a prorated basis. 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 encouraged 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 are allowed to serve non-alcoholic beverages of their choice. Vendors are strictly prohibited from selling alcoholic beverages.**
- 12) **The concrete or the grass within the booth space must be covered to protect from spilled grease. Spilled grease may result in a fine by City/State environmental agencies.**

B) Merchandise

These vendors are for-profit businesses or individuals that have no cultural affiliation and sell items that they did not design or create themselves. Work that has been produced with commercial kits, molds, patterns, plans, prefabricated forms, or other commercial methods are included in this category.

Merchandise in the Park– \$500 per 10’ x 10’ space; electrical access requires additional \$25 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.

Water/Electricity/Waste

- A) Electrical hookups are available upon request for a fee. Vendors are responsible for the correct plug configuration for Festival Park.
- B) 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 and any required plug adapters for Festival Park.. 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, but try to grant reasonable requests.
- B) IFF vendor check-in will take place on Friday, September 27, 2019, Noon-5 p.m. **Reminder: Vendors will only be permitted to sell on Saturday after the parade at noon to 8:30 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, if they so desire, 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: Noon.-5 p.m.
Night Security: 6 p.m. - 8 a.m. Sat.

Saturday:

Late Load-in: 7 a.m. – 9 a.m. NOTE: Arts Council approval and a \$25 fee are required for a Saturday morning check-in.
Festival hours: Noon-8:30 p.m.
Night Security: 8:30 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, if desired, insurance. Please do not leave valuables unsecured.**
2. **Business hours may be extended to accommodate performance schedule.**

Sunday:

Restock: 8:00 a.m. to 10:30 a.m.
Festival Hours: Noon – 6 p.m.
Breakdown: 6 p.m. – 8 p.m. (All vendors)

