



22nd Annual
PUMPKINFEST
Historic Franklin, NC
Saturday, October 20th, 2018

2018 Nonprofit Vendor Application

Thank you for your interest in the 22nd Annual PumpkinFest in Franklin, North Carolina. The Town of Franklin is pleased to host this annual celebration of Autumn. PumpkinFest will be held on Saturday, October 20, 2018 from 9:00am to 4:00pm in Downtown Franklin.

This is a rain or shine event.

ABOUT THIS APPLICATION:

PLEASE NOTE: Please read thoroughly and carefully.

THIS IS AN APPLICATION AND **NOT A CONTRACT**. COMPLETING THIS APPLICATION DOES NOT MEAN AUTOMATIC ACCEPTANCE AS A VENDOR INTO THE 22nd ANNUAL PUMPKINFEST IN FRANKLIN, NORTH CAROLINA. THE TOWN OF FRANKLIN RESERVES THE RIGHT TO DECIDE WHICH APPLICATIONS TO ACCEPT.

BY SUBMITTING THIS APPLICATION YOU ACKNOWLEDGE YOU HAVE READ THE GUIDELINES, AND THIS APPLICATION IS CONSENT TO ABIDE BY THESE GUIDELINES.

GENERAL FESTIVAL VENDOR INFORMATION:

Absolute deadline for Vendor Applications is Friday, September 21, 2018.

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, a Town of Franklin staff member will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application. Upon

completion of the Review Process, a letter will be mailed to you indicating whether your Application has been approved or denied. You should receive this letter within 2 weeks of receipt of your application.

There are no fees directly associated with submitting an Application. However, there are Vendor Booth Fees associated with participation in the 22nd Annual PumpkinFest. These fees are outlined on the following pages and the application.

For applications NOT ACCEPTED, your payment will be returned to you via postal mail.

Note: Candidates for political office or representatives of political causes or parties DO NOT qualify as a vendor.

Should you have further questions call the Town of Franklin at 828-524-2516 or email pumpkinfest@franklinnc.com.

NON-PROFIT EXHIBITOR FEES:

- 1. Non-Profit Exhibitor - \$25.00 per 10' x 10' space**
- 2. A limited amount of power hookups are available. An additional fee of \$35.00 is charged. Exhibitors are to supply extension cords.**

TENTS:

This festival is an outdoor event and is held rain or shine. All vendors are required to have a tent. All spaces are 10' x 10'. All vendors must provide their own tent(s), tables, shelving, chairs, and signs. Vendors must erect their own tent. **If your tent is larger than 10' x 10' you must rent two spaces.** The area around the booth space must be kept free of litter.

VENDOR PLACEMENT:

ALL BOOTH PLACEMENT is at the discretion of the festival organizers. Booths are placed to provide an appropriate mix of our stated vendor categories. While you may request a specific location, it CANNOT be guaranteed.

HANDICAPPED ACCESSIBILITY:

All booths will be positioned as to not impede handicapped access to crosswalks, restrooms and other facilities. If your booth interferes with handicapped access you will be required to move and reposition your booth.

FOOD & BEVERAGES:

Food & Beverage Vendors have exclusive rights to sell these items. Food and beverages may not be sold or distributed by arts & crafts vendors or non-profit organizations. You may bring a cooler and keep drinks & food in your vendor space for your personal consumption. **NO ALCOHOL IS ALLOWED TO BE SOLD OR CONSUMED ON TOWN OF FRANKLIN PROPERTY INCLUDING SIDEWALKS.**

LAWS & SALES TAX:

Compliance with applicable state or federal laws is the responsibility of the exhibitor. We are not responsible for, nor do we collect sales tax; however, the North Carolina Department of Revenue may require us to submit names and addresses of vendors. It is your responsibility to comply with state sales tax law.

VEHICLE ACCESS:

Main Street, through Downtown Franklin, is closed to traffic during the event. Vendors attending PumpkinFest have designated parking. If you have special needs please note that on your application. Further information is noted on the following pages.

SPECIAL NEEDS: Indicate on the application as to the electricity, parking for product re-supply and other needs.

NO RAIN DATE. NO REFUNDS IN CASE OF RAIN.

NON-PROFIT VENDOR GUIDELINES:

Eligibility: PUMPKINFEST is open to a limited number of non-profits including Civic Clubs, Churches and 501 (c) (3) organizations.

Rules & Regulations:

1. A Children's Activity or Craft is required.
2. Fundraising items for sale, such as raffle tickets, are allowed.

Entry and Fees:

To enter, exhibitors must submit a completed application with the appropriate fees.

10' x 10' space is \$25.00

Power, if required, is \$35.00 additional

PAYMENT OF VENDOR FEES:

If applying before June 30, 2018, please post-date your check for July 01, 2018.

PAYMENT TYPES: Please enclose a check or money order payable to the Town of Franklin. **Credit cards ARE NOT ACCEPTED.** Vendor fees may also be paid in cash at Franklin Town Hall, 95 East Main Street, Franklin, NC 28734. Hours are 8:00am to 5:00pm Monday through Friday.

Exhibitor Set-up:

Main Street Set-up: Saturday, October 20th beginning at 6:00 am and must be completed by 8:30 am and all vehicles moved from the street. You may not set up until your vehicle is off the street. You must park in designated Vendor Parking areas. If you disregard this requirement you will not be invited to participate next year.

Phillips and Iotla Street Set-up: Friday, October 19th from 5:30 pm to 7:00pm.

If your application is accepted, your booth number and festival information will be sent via postal mail approximately two weeks before PumpkinFest.

Please make sure your current mailing address is listed on your application.

2018 PUMPKINFEST NONPROFIT VENDOR APPLICATION
PLEASE NOTE PAYMENT INFORMATION BELOW

PAYMENT OF VENDOR FEES:

If applying before June 30, 2018, please post-date your check for July 01, 2018.

Mail application, application vendor fees and requested supporting materials to:
Town of Franklin, PO Box 1479, Franklin, NC 28744-1479
(online registration not available)

Please print legibly:

Vendor Name _____

Applicant's Name _____

Email Address _____

Best Phone Number () _____ Best Time To Call _____

Mailing Address _____

City _____ State _____ Zip _____

Booth Requirements:

1. Number of 10' x 10' spaces @ \$25.00 Each ____ x \$ 25.00 = \$ _____

2. Power needed @ \$35.00 Additional - \$ _____

Total Enclosed: \$ _____

PLEASE READ: Exhibitor, artist, crafter, non-profit or any organization contracting for or using booth space shall and will indemnify and hold harmless the Town of Franklin and any and all persons acting as festivals organizers, promoters, volunteers, etc. from and against any and all liability, claims, thefts, demands,

expenses, fees, fines and penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with exhibitor/artist/crafter/non-profit's use of booth space during said Festival.

Food Vendor agrees to abide by all rules and regulations.

I agree _____
(Name & signature of individual and/or organization representative)

Date _____

Attests that signor has read the above indemnity clause and agrees to the terms contained herein.

FOR OFFICE USE ONLY

Amount Paid \$ _____ Power Required (circle one): YES NO

Date Received _____

Type of Payment (circle one): CASH CHECK MONEY ORDER

Booth # _____ Booth Location _____