



19<sup>th</sup> Annual  
**PUMPKINFEST**  
Historic Franklin, NC  
October 24, 2015

## 2015 Vendor Application Overview

Thank you for your interest in the 19<sup>th</sup> Annual PumpkinFest in Franklin, North Carolina. The Town of Franklin is pleased to host this annual autumn event. PumpkinFest will be held October 24, 2015 from 9:00am to 4:00pm.

This is a rain or shine event.

**PLEASE NOTE: This year's application has changed. Please read thoroughly and carefully.**

### **ABOUT THIS APPLICATION:**

THIS IS AN APPLICATION AND **NOT A CONTRACT**. COMPLETING THIS APPLICATION DOES NOT MEAN AUTOMATIC ACCEPTANCE AS A VENDOR INTO THE 19<sup>th</sup> 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, October 02, 2015.**

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.

There are no fees directly associated with submitting an Application. However, there are Vendor Booth Fees associated with participation in the 19th Annual PumpkinFest. These fees are outlined on the following pages and the application.

Should you have further questions call the Town of Franklin at 828-524-2516.

**VENDOR CATEGORIES: PumpkinFest accepts vendor applications in three (3) categories:**

1. Arts & Crafts selling handmade products/artifact collectors/book authors.
2. Non-profit entities (i.e. historical/educational/ information-only display).
3. Food/Beverage (no alcoholic beverages allowed).

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

**VENDOR FEES:**

1. Arts & Crafts - \$75.00 per 10' x 10' space
2. Non-Profit - \$25.00 per 10' x 10' space
3. Food/Beverage - \$150.00 per 10' x 10' space

**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.**

**2015 PumpkinFest Non Profit Application**

## **Non Profit Guidelines:**

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

## **Rules & Regulations:**

A Children's Activity or craft is required.

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 TYPES:** Please enclose a check or money order payable to the Town of Franklin. **Credit cards ARE NOT ACCEPTED.**

## **EXHIBITOR SETUP:**

**Main Street Booths:** Saturday, October 24<sup>th</sup> beginning at 6:00 am and must be completed by 8:45 am and all vehicles moved. **You may not set up until your vehicle is off the street. You must park in Vendor Parking area. If you disregard this requirement you will not be invited next year.**

## **Phillips and Iotla Street Booths:**

Friday, October 23<sup>rd</sup> at 6:00 pm and the above Saturday hours.

## **NOTE:**

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**If your application is accepted, festival information will be sent via postal mail approximately two weeks before PumpkinFest.** Your booth space location will be noted on the materials as well as other pertinent information, including set-up times. Please make sure your correct mailing address is on your application.

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

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2015 PUMPKINFEST FOOD/BEVERAGE  
VENDOR APPLICATION

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 \_\_\_\_\_ = \$ \_\_\_\_\_
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.

**Arts & Crafts 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.*

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**FOR OFFICE USE ONLY**

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

Date Received \_\_\_\_\_

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

Booth # \_\_\_\_\_ Booth Location \_\_\_\_\_