



28<sup>th</sup> Annual  
**PUMPKINFEST**  
Downtown Franklin, NC  
Saturday, October 19, 2024 • 9:00am to 4:00pm

## 2024 Non-Profit Vendor Application

Thank you for your interest in the 28<sup>th</sup> Annual PumpkinFest in Franklin, North Carolina. The Town of Franklin is pleased to host this annual celebration of Autumn on Saturday, October 19, 2024, from 9:00am to 4:00pm in Downtown Franklin.

### **ABOUT THIS APPLICATION:**

THIS IS AN APPLICATION AND **NOT A CONTRACT**. COMPLETING THIS APPLICATION DOES NOT MEAN AUTOMATIC ACCEPTANCE AS A VENDOR INTO THE 28th 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.

**Absolute deadline for Vendor Applications is Thursday, August 29, 2024.**

**NO RAIN DATE - NO REFUNDS IN CASE OF RAIN**

## **GENERAL FESTIVAL VENDOR INFORMATION:**

### **Types of Vendor Applications NOT Accepted:**

- Retail businesses
- Commercial type products (manufactured goods, re-sale items, imported items)
- Candidates for political office or representatives of political causes or parties DO NOT qualify as a vendor

### **BOOTH SPACE:**

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. 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.

### **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, as well as portions of Iotla and Phillips Street is closed to traffic during the event. Vendors attending PumpkinFest have designated parking. If you have special needs such as resupplying, please note that on your application.

### **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. Only one (1) Vending Space Allowed**
2. Must be a registered Not For Profit Organization
3. A Children's Activity or Craft is required.
4. 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, 2024, please post-date your check for July 01, 2024.**

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

If applying in person, vendor fees may also be paid in cash at Franklin Town Hall, 95 East Main Street, Franklin, NC 28734. Service window hours are 8:30am to 4:55pm Monday through Friday.

## **EXHIBITOR SETUP:**

**Main Street Set-up: Saturday, October 19th beginning at 6:30 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 18th from 5:30 pm to 7:00pm.**

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 in a timely manner, indicating whether your Application has been approved or denied. **If your check is cashed by September 6, 2024, you should consider this as confirmation of your approved Application.**

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

**Should you have further questions call the Town of Franklin at 828-524-2516 or email [pumpkinfest@franklinnc.com](mailto:pumpkinfest@franklinnc.com).**

**2024 PUMPKINFEST NON-PROFIT VENDOR APPLICATION**  
**PLEASE NOTE PAYMENT INFORMATION BELOW**

**PAYMENT OF VENDOR FEES:**

**If applying before June 30, 2024, please post-date your check for July 01, 2024**

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

**Please print legibly:**

Vendor Name \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Type of Children's Activity \_\_\_\_\_

Email Address \_\_\_\_\_

Best Phone Number ( ) \_\_\_\_\_ Best Time To Call \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

**Booth Requirements:**

1. One (1) 10' x 10' space @ \$25.00 Each = \$ \_\_\_\_\_
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.

**Non-Profit Organization 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**

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

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

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

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