



Downtown Reidsville
Saturday, October 19, 2019
10 a.m. to 9 p.m.

230 West Morehead Street
Reidsville, North Carolina 27320

Missy Matthews, Main Street Manager
336.349.1111 • 336.634.3062 (fax)

Food Vendor Information & Application

This year's Reidsville Fall Jubilee will be **Saturday, October 19, 2019**. There will be continuous entertainment, food and beverage booths, arts, crafts, and commercial booths, and much more to ensure a variety of activities throughout the day. Extensive promotion assures coverage in all media. We look forward to a bright, sunny festival!

We anticipate another enjoyable, exciting and successful event, and encourage you to apply for space to sell your food products at the 28th Annual Reidsville Fall Jubilee. Please read through this entire package carefully, as there are several changes. Note that on your application, you must acknowledge that you have read, and that you will abide by, the *Jubilee Vendor Policies & Procedures*.

If you have any questions regarding the application form or application procedures, please contact Main Street Manager Missy Matthews, 336.349.1111 or mmatthews@reidsvillenc.gov.

Important: The state of North Carolina requires that all vendors (retail sales and food sales) be registered with the state. The registration is free. N.C. Gen. Stat. §105-164.4(c) states, in part, "before a person may engage in business as a retailer . . . the person must obtain a certificate of registration from the Department." Please see attached NC Business Registration Instructions and checklist. Your registration number **MUST** be on your application and posted in your booth.

For more information, and to register online:

<https://www.ncdor.gov/taxes-forms/business-registration/online-business-registration>

Food Vendor Booth Fees:	Early Bird Fee (thru 8/15)	Reg. Fee
Small Food Carts / Kiosks (6 ft. x 6 ft.)	\$ 150	\$ 200
Medium: 10 ft. x 12 ft. / Food Trucks 18 ft. or under	\$ 300	\$ 375
Large: Spaces or trucks larger than 18 ft.	\$ 400	\$ 500
Additional charge of \$25 for power		



Food Vendor Policies & Procedures: Participation Agreement

Revised 01/01/2019

Please keep a copy of this agreement for your records.

Note that by applying to be a vendor at the Reidsville Fall Jubilee, you acknowledge that you have read, and that you will abide by, the following *Food Vendor Policies & Procedures*.

Reidsville Fall Jubilee Information

1. **Projected 2019 audience** (based on 2018 attendance) is 15,000. This is an ESTIMATE Only.
2. **The festival footprint** will include Scales Street (Morehead to Market Square) plus two blocks each of Settle and Gilmer streets. Streets will close at 6:30 p.m. on Friday, October 19, and reopen Saturday, October 20, at 9 p.m.
3. **Festival Hours are 10 a.m. to 9 p.m.**
 - a. **Vendors must have display ready by 9:30 a.m. Saturday, October 19.** If a Vendor fails to open his/her display in the space by 9:30 a.m., the committee reserves the right to re-assign that space. (Set up 6:30-8 p.m. Friday and 6:30-9:30 a.m. Saturday.) Overnight security will be provided Friday. Food vendors are welcome to open early Saturday to provide coffee / breakfast for vendors.
 - b. **Vendor agrees not to take down booth before 6 p.m. Saturday, October 19.** Vendors who choose to tear down their booths before 9 p.m. will have to walk their items / equipment out.
 - c. **Vendor agrees not to drive vehicle into festival area,** which includes all entrance areas and driveways, until after the Festival has concluded at 9 p.m. Vehicles will not be allowed into the event area until all guests have cleared the area.
 - d. **All Vendors must break down their booths on Saturday night.** Scales Street is a State Highway which must be re-opened.

General Vendor Policies

1. **Screening:** New applicants must submit three (3) photographs of their products and one (1) photo of their booth display. A festival committee will screen applicants from the photographs (no slides or samples will be accepted). The Fall Jubilee committee reserves the right of approval for items to be sold.
2. To insure variety and eliminate repetition, the festival will limit the kinds of food, drinks, and other items that will be accepted for sale at the festival. There will be a strict limit on sales of items such as lemonade, funnel cakes, ice cream, etc. Returning food vendors will be given priority on food and drink types. The more original your product, the better.
3. The application **MUST** list all types of food and drink that you wish to sell, as well as pricing. Menu changes without **written authorization** could result in booth closure.
4. **NC Business Registration Number:** The state of North Carolina requires that all vendors be registered with the state. This includes all retail sales and food sales. The registration is free. N.C. Gen. Stat. §105-164.4(c) states, in part, "*before a person may engage in business as a retailer . . . the person must obtain a certificate of registration from the Department.*" Please see attached NC Business Registration Instructions and checklist. This registration number **MUST** be on the application, and must be posted in each booth during the festival.
5. Vendor sales are not guaranteed.

Booth Spaces

1. Rental is for booth space only and does not include tables, chairs, tents, or other items for booth or displays. Vendors should have adequate protection for inclement weather, sun and heat.
2. The Festival reserves the right of approval for the vending unit.
3. Vendor shall not sublet, assign or donate allotted space, in whole or in part.
4. Vendor shall occupy only their assigned space. Vendors who do not comply and move out of their assigned space will be asked to leave the festival and will not be invited back.
5. Booth space will be assigned taking Vendors' needs into consideration. Please indicate any unusual needs you may have when completing the application. We will do our best to fulfill your request; however we cannot make any guarantees. **Vendor booth spaces will be shuffled each year. No vendor will receive the same booth location that they had in the previous year.** The festival reserves the right to locate/relocate vendor booths according to the needs of the festival.
6. Vendor shall maintain allocated space and vending unit in a neat, safe and orderly condition during the festival. Vendor property in the back of the booth must be stacked/stored to maintain an appropriate appearance in front of downtown businesses.
7. Vendor is be responsible for set-up / removal of their equipment, fixtures, inventory and other property.
8. Vendor shall furnish trash containers and bags, and bag all garbage and trash on a regular basis during the festival. At the conclusion, vendor must remove garbage and equipment from their allocated space. Vendors are not allowed to hose debris into storm drains. Please note in your application if you will need to dispose of grease or oil products.
9. Vendor shall surrender allocated space to the City of Reidsville at the end of the festival in the same condition as when vendor assumed occupancy and shall pay to the City of Reidsville such amounts as shall be sufficient to restore such space to the same condition as when vendor arrived.
10. **Total Booth Fee is due with the application.** Payment is final. Once an application has been processed, no refunds or credits will be issued. Festival is held rain or shine. If there is a need to cancel your festival appearance, contact Missy Matthews, 336-349-1111 or mmatthews@reidsvillenc.gov.
11. Vendor shall be prepared to continue vending from the allocated space in the event of rain. Bring appropriate coverage. If weather becomes too inclement to operate vending booths, **the RDC will be responsible for making final determination of outdoor festival operations.**

Festival Rules for Vendors

1. Vendor shall provide adequate personnel for the operating hours of the festival. Exhibitor agrees to stipulation that all booth workers will be clean and tastefully dressed. No "slogan" worded t-shirts should be worn. No foul language or gestures will be tolerated.
2. Vendor may not sell or consume alcoholic beverages.
3. Tip jars are not allowed.
4. The RDC will be in contact with the Rockingham County Health Department regarding all food vendors. It is the responsibility of the food vendor to meet health regulations and submit their application to the Health Department on or before **September 27, 2019.**
5. All vendors must comply with the State of NC, Fire Marshal regulations. All fabric and decorations must be fire proofed. Vendor is responsible to provide proof of fire proofing materials.
6. Vendor shall not use noisemaking devices or public address systems in or around their allocated space.
7. The Reidsville Fall Jubilee prohibits the operation of any exhibits not meeting approval, and sole discretion may prohibit the conduct of any activity whatsoever which it deems detrimental and not in the best interest of the festival.
8. Vendors can sell only from their booth space. Vendors are not allowed to walk the grounds selling merchandise or handing out fliers. Vendors may NOT give out FREE water, food or drinks.
9. No off-site banners, "A" Frames, or signage is allowed on festival grounds or at festival entrances.
10. Vendor shall comply with all laws, ordinances, rules and regulations of any lawful authority, agency or government unity which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building code of the City of Reidsville. The vendor accepts full responsibility for the payment of sales tax occasioned by use of booth space.

Electrical Power / Water

1. **No generators are allowed at the Reidsville Fall Jubilee.**
2. **Electricity must be reserved on the Vendor Application and requires an additional fee to be paid.** Power will not be available to any vendor who has not paid for power in advance with their application.
3. Vendor spaces with electrical power available are limited and are allocated on a first-come basis.
4. All electrical cords must be heavy duty and appliances must be in excellent condition. The Reidsville Fall Jubilee does not provide cords, surge protectors, or any other equipment. The festival will only supply access to the electricity within 20 feet of the vendor booth area.
5. No power cords may be run across the street or in areas that may provide a tripping hazard.
6. You must provide your own butane, propane or other heat source. ***Reidsville Fall Jubilee and the Fire Marshall must approve all heat sources.***
7. Limited water availability is available at no charge; it must be requested on your application. You must provide an approved water hose.
8. The festival committee reserves the right to take immediate action in any situation where equipment, including electrical appliances and extension cords, appear to be substandard or unsafe. This action ranges from requiring a vendor to discontinue use of problem equipment to shutting down a vendor's operation for the remainder of the day. No refunds will be given if this occurs.

Liability / Hold Harmless / Security

1. Vendor shall be solely responsible for any and all injuries to persons or damages to property or any other injury, claim, damage or loss of whatever nature, arising from or related to the festival. Vendor shall indemnify, save and hold harmless the Reidsville Downtown Corporation and its Board Members, the City of Reidsville, its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including reasonable attorney's fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the festival performed by vendor including, but not limited to, any negligence, act or omission of vendor or weather related issues.
2. Vendor agrees to accept responsibility for all materials and goods furnished by him/her, and used or displayed in the booth area. While the Festival will make reasonable efforts to provide security, the exhibitor accepts full responsibility for his/her personal property.
3. Vendor agrees that the RDC, its officers, directors, representatives, employees, and agents shall have no responsibility whatsoever for any loss or damage to vendor's equipment, supplies, goods or other property.
4. Vendor acknowledges awareness that street sweepers and washers may come through the street after the festival ends on Saturday night and may cause damage to any remaining equipment, fixtures, etc.
5. Neither the RDC, the City of Reidsville, nor Rockingham County shall be liable for any loss or damage to the property of vendor or any of its representatives, employees, agents, patrons and guests, because of fire, robbery, accidents, or any other cause whatsoever that may arise from vendor's use or occupancy of its allocated space during the festival.
6. Vendor agrees to indemnify and hold harmless representatives, employees, and agents of the festival and/or the City of Reidsville against any and all claims of any person whomsoever, from acts or omissions of the vendor, its representatives, employees, agents, patrons, or guests.

Termination

The Festival may, at its election, terminate the 'Participating Agreement' between the Festival and vendor any time upon a breach. Upon termination, vendor shall have no rights and the Festival shall have no obligations under the said 'Participating Agreement.'

Arbitration

Vendor accepts decision of Reidsville Downtown Corporation (RDC) in disputes between vendor and any other festival participant or on any matter not covered by this agreement.



Downtown Reidsville
Saturday, October 19, 2019 • 10 a.m. to 9 p.m.

230 West Morehead Street • Reidsville, North Carolina 27320

Missy Matthews, Main Street Manager
336.349.1111 • 336.634.3062 (fax)
mmatthews@reidsvillenc.gov

2019 Food Vendor Application

Application must be received with full payment by 5 p.m. September 27, 2019.

Receipt date of application does influence booth placement.

Mail completed application with payment to:

Missy Matthews
Reidsville Fall Jubilee
230 W. Morehead Street
Reidsville, NC 27320

New vendors, please also send three (3) representative photographs of your work and a booth photo.

Please print or type neatly. Illegible or incomplete applications will be returned.

Vendor/Contact Name _____
NC Business Registration Number

Business Name (if applicable)

Address

City State Zip Code

Phone: Cell _____ Home _____

Email _____ Website _____

Preferred form of contact for receiving festival information: _____ Email _____ Phone

Number of years of participation with the Reidsville Fall Jubilee (*previously the Homegrown Festival*): _____

Please list other festivals / events you have participated in as a vendor:

FOR OFFICE USE ONLY:			
Received: _____	Paid: \$ _____	# _____	
_____	Check Credit Cash	_____	

Food Vendor Statement: Please list menu offered, with. As we attempt to minimize similarity of presentation, only products listed here can be offered for sale at the Festival.

Attach additional information to back.

Booth Reservation:	Early Fee	Reg. Fee
_____ Small Food Cart / Kiosk (6 ft. x 6 ft.)	\$ 150	\$200
_____ Medium: 10 ft. x 12 ft. / Food Truck 18 ft. or under	\$ 300	\$375
_____ Large: Space or truck larger than 18 ft.	\$ 400	\$500
_____ Electrical Power	\$ 25	
<input type="checkbox"/> 110V <input type="checkbox"/> 220V <input type="checkbox"/> 50amp Plug Type _____		

Electricity is VERY limited. Each booth space will have only ONE outlet available. Vendor must supply own extension cord(s). Power will not be available to any vendor who has not paid for power in advance with their application.

_____ Need access to water

TOTAL DUE \$ _____

Payment via Check payable to *Reidsville Downtown Corporation* Check # _____

Payment via Credit Card Payment information below I will call with credit card information

Card # _____

CVC# _____ Expiration: _____ / _____

Name on Card: _____

Billing Address: _____

City _____ State _____ Zip _____

To pay with credit card via telephone, call Judy Yarbrough at 336.349.1099. Application will not be considered "submitted" until full payment is received.

Special requests will be considered, but are not guaranteed. You **may not** request a specific booth.

I have read and fully understand the "Food Vendor Policies & Procedures" and agree to abide by all rules, terms, and conditions set forth therein. I understand that violation of the rules and procedures will result in my removal from the Fall Jubilee.

Signature of Applicant

Date