

# Town of Long View

## May Days Festival

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Dear Vendor,

Thank you for your interest in the Town of Long View May Days Festival in Long View, NC on **Saturday, May 12, 2018**. The event will be held from 10:00 a.m. until 9:30 p.m. on Saturday. We hope you can join us for this event.

When filling out the application, please give thorough information concerning your exhibit to help in reserving your space. Please return the Town of Long View May Days Festival Application by **March 16, 2018 along with PAYMENT** and the festival committee will notify you by the beginning of **April 2018** at the latest, on whether your application has been accepted or denied. After your application has been accepted, you will receive your booth assignment information by mail.

**If your application fails to note that power is needed, the festival committee will not be responsible if you are placed where power is unavailable. There are street lights along the route where vendors will be placed.**

**On the day of the festival, all vendors are required to maintain their booth space until 5:00 p.m.**

**If your exhibit requires water to be accessible, you must state this on the application. Water Stations are available but there are not water hookups so please come prepared.**

The event will be held at the Long View Recreation Center (located at 3107 2<sup>nd</sup> Ave NW, Hickory, NC 28601) and most of the available spaces will be in the grass, so please plan accordingly. There are limited spaces, so get your application in as soon as possible.

**Notice:** In accordance with the requirements of N.C. General Statute § 66.255, the Town of Long View must provide, in advance of the festival, a list of all vendors registered for the May Days Festival to the Department of Revenue. The Department of Revenue will use the information to verify each vendor's sales and use tax business registration and educate any vendors who may not be aware of their tax obligations. If you have any questions regarding this matter, please contact the North Carolina Department of Revenue.

Thank you again for your interest and the Town of Long View looks forward to helping you present your fantastic food and crafts.

For further information, call 828-322-3921 or e-mail [events@mail.ci.longview.nc.us](mailto:events@mail.ci.longview.nc.us).

**\*PLEASE FILL OUT THE ATTACHED APPLICATION TO PARTICIPATE & RETURN IT TO THE TOWN OF LONG VIEW\***

# 2018 Vendor Application

EXHIBIT NAME: \_\_\_\_\_

NAME/CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ABOVE):

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ SECOND PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SALES TAX ID # (FOR RETAIL SALES): \_\_\_\_\_

DESCRIBE THE CONTENTS OF YOUR EXHIBIT (PHOTO REQUIRED OR LINK TO WEBSITE/FACEBOOK):

FOOD VENDORS PLEASE INCLUDE MENU WITH APPLICATION

\_\_\_\_\_  
 \_\_\_\_\_

NUMBER OF SPACES REQUIRED: \_\_\_\_\_ (ALL BOOTH SPACES ARE 10' DEEP X 20' WIDE)

PLEASE CHECK THE APPROPRIATE BOX IF UTILITIES ARE NEEDED FOR YOUR EXHIBIT:

- |  |  |
|--|--|
| <input type="checkbox"/> ELECTRICITY (\$30 PER BOOTH SPACE<br>110 AMP/20 VOLT ONLY!  | <input type="checkbox"/> WATER STATIONS ONLY<br>NO HOOKUPS!    |
| **VENDORS MUST PROVIDE THEIR OWN 100' DROP CORD & SECURE IT TO THE PAVEMENT USING DUCT TAPE. IF YOUR SITE IS NOT ON THE PAVEMENT, YOU ARE STILL RESPONSIBLE FOR COVERING YOUR DROP CORD.** |  |
| <input type="checkbox"/> GENERATORS (MUST BE PRE-APPROVED BY THE FESTIVAL COMMITTEE)   | <input type="checkbox"/> TENT <input type="checkbox"/> TRAILER |

CHECK THE CATEGORY BELOW THAT BEST DESCRIBES YOUR EXHIBIT

CRAFT \$20.00 (HANDMADE ONLY)	IMPORT OR RESALE \$25.00 (ITEMS PURCHASED FOR 2 <sup>ND</sup> SALE)
SNACK/REFRESHMENTS \$50.00 (ICEES/SNOW CONES/FUNNEL CAKES)	MAJOR FOOD \$65.00 (FULL MENU VENDORS)
NON-PROFIT SALES \$20.00 (ITEMS FOR PURCHASE/RAFFLE)	ACTIVITY \$20.00 (FACEPAINTING, CARICATURES)
ADVERTISEMENT \$25.00 (COMPANY INFORMATION)	NON-PROFIT \$20.00 (INFORMATION ONLY)

\*\*\*If you are selected as a food vendor for the May Days Festival, you will also be required to complete the Temporary Food Establishment Application for Burke County Environmental Health, which is included with this packet for your review. Any fees related to the Temporary Food Establishment Application are not related to the Town of Long View's 2018 Vendor Application and must be paid separately to Burke County Environmental Health.

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# 2018 Exhibitor Agreement

## Rules and Regulations of the Town of Long View May Days Festival:

1. **Saturday, May 12, 2018 (Information for all vendors)** - Food vendors must be set up and be ready by 8:00 a.m. on Saturday, May 12, 2018 for food booth inspections. All other vendors must have their booth set up and cars off the festival area 30 minutes prior to the event. We require that vendors maintain their display until at least 5:00 p.m. Staff will be available before the event to help vendors find their assigned booth.
2. The exhibitor agrees that no truck or other vehicle will be in the reserved festival section between the hours of 10:00 a.m. and 9:30 p.m. on Saturday.
3. The exhibitor agrees to provide own exhibit displays and shelters, if desired, that will not exceed the booth size of 10' x 20'. The Fire Marshal requires fire proof tents for food vendors and they will be inspected.
4. The exhibitor agrees to accept the space(s) assigned by the festival committee.
5. The exhibitor agrees that the exhibit fee is non-refundable due to weather, the exhibitor's decision not to participate, or other causes beyond the control of the festival committee.
6. The exhibitor agrees that the festival committee officials have the right to evict exhibitors for any reason they deem necessary to maintain a wholesome festival.
7. The exhibitor agrees to maintain an exhibit that will not be offensive to other exhibitors or festival patrons. This includes, but is not limited to: offensive odors (ex: smoke), loud noises (ex: radios), and structures that might cause injury to others.
8. The exhibitor agrees that generators must be pre-approved by the festival committee and electricity will not be provided unless specified on the application.
9. Food vendors – The festival provides grease containers and failure to use them will result in a \$100.00 fine and no admittance to the next year's festival.

EXHIBITOR (PRINT NAME): \_\_\_\_\_

AGREES TO ABIDE BY THE ABOVE RULES AND REGULATIONS.

SIGNATURE: \_\_\_\_\_

THE TOWN OF LONG VIEW AGREES TO PROVIDE SPACE (**ONCE APPROVED**) IN THE TOWN OF LONG VIEW MAY DAYS FESTIVAL UPON RETURN OF THIS SIGNED STATEMENT AND PAYMENT OF THE EXHIBIT FEE.

Please return the following by March 16, 2018 to the Town of Long View Town Hall:

- Vendor Application Sheet
- Exhibitor Agreement Form
- Appropriate Payment
- Electricity Fee - \$30 per space (If electricity needed)



Please send the above to:

Town of Long View  
2404 1<sup>st</sup> Ave SW  
Hickory, NC 28602  
Attn: Stephanie Watson

MAKE CHECKS PAYABLE TO: Town of Long View

### OFFICE USE ONLY

DATE RECEIVED IN OFFICE \_\_\_\_\_ PAYMENT \_\_\_\_\_

BOOTH ASSIGNMENT(S) \_\_\_\_\_ MAILED BOOTH ASSIGNMENT \_\_\_\_\_