

Reidsville Downtown Homegrown Festival
230 West Morehead Street Reidsville, North Carolina 27320
(336)347-2307 rdc@ci.reidsville.nc.us
October 7-9, 2011

Food Vendors

Dear Festival Food Vendor:

This the 20th year brings big changes for the Reidsville Downtown Festival. It now has a new name...The Reidsville Downtown Homegrown Festival and it is now a multi day festival Friday through Sunday, October 7th-9th, 2011. We are now celebrating Home...Hometown, Homemade and Homegrown Fun!

We offer a special thank you to each of you who have exhibited in the past, for your association with our festival and we hope that you continue to support the event and our community. We look forward to a friendly, rewarding and enjoyable experience for everyone.

We know you will be excited and pleased to know that vendors will be located on South Scales Street from the Fire Department to the Monument. Close to 2000 feet of vendors on Scales Street will provide some of the highest volume visitor traffic areas of any festival in North Carolina. The marked spaces provide each vendor a space of 10' X 12'. If your set-up is larger than 10' X 12' you must reserve additional spaces. The maximum number of spaces that will be assigned to any one vendor is four (4). A number of spaces are available that are supplied with a 110 volt, 20 amp electric power circuit. In the interest of safety, the use of portable power generators and the sharing of electric power between vendors by utility cord is not permitted. Although we try to accommodate any special location requests, the festival committee will have the final authority concerning all space assignments. Please identify any location request or other special needs on your application. If you want the same space you had last year, please specify your request on you're application.

The 2011 fees for Food Vendor spaces are \$300.00 for a single (10' X 12') space. Food Vendors **DO NOT** pay additional cost for electric. Please remember that a check for your requested space(s) must accompany your completed application. The festival is open a total of 16 hours on Saturday and Sunday. If you would like to set up and sell on Friday night for the concerts, there will be NO additional charge for Friday night!.

The advertised hours for Vendor participants at the Festival are Saturday 10:00 AM until 9:00 PM and Sunday 12:00 PM until 5:00 PM. Friday night participation is your choice, if you are set up and prepared to open you may do so at no additional charge. For liability and insurance requirements all participants are required to operate throughout the Festival's advertised hours of operation. Participants that close and/or depart early may not be eligible to participate in future festivals. Please follow instructions per the Rockingham County Health Department for permits and inspections.

Your application for the 2011 Reidsville Downtown Homegrown Festival is enclosed. Please note the important information on the attached sheet and submit your application promptly. Feel free to contact us at (336) 347-2307 or email rdc@ci.reidsville.nc.us with any questions that you may have concerning the application process or the event. Please remember we have many downtown events and are not in the office at lot of the time. We look forward to your being a part of the Reidsville Downtown Homegrown Festival.

Sincerely,

The Reidsville Downtown Corporation

2011 Food Vendor - Festival Information & General Policies

Please keep for your reference

When completing your application, please include a **DAYTIME** telephone number and an **EMAIL** address where you can be reached prior to the event and a **MOBILE** telephone number where you can be reached during the event; should we need to contact you in case of emergency. Please describe all of the items that you intend to sell and please be as detailed as possible. The Festival Committee attempts to offer a variety of products and services to our festival guests. We will make every effort to not duplicate food items for sale.

A single space is 10' x 12' and the fee is \$300.00. This is for 16 ours over Saturday and Sunday, Friday night is free! Additional spaces are available as listed. There is no charge for electric to food vendors. Fees must be submitted with your application. Applications will not be processed without the enclosed fees. Please make checks payable to: Reidsville Downtown Corporation.

First time participants are accepted only after review of their materials so please include photographs and detailed descriptions of the product that you are offering for sale.

1. Exhibitor fees must accompany all applications and are deposited upon receipt. If your application is not accepted, your check will not be cashed and will be returned. After you are notified of acceptance, no refunds will be made if you cancel for ANY REASON. Once your check has been cashed, you are considered as having been "officially" accepted to the festival and the "no refund" policy will apply.
2. All Vendors must occupy the space provided and specified by the Festival Committee. The Festival Committee must manage all space assignments. If you desire a particular location or space, please be as specific as possible with your location requests on your application.
3. Exhibitors must provide their own table(s), chairs and canopies or coverings, extension cords, hoses, etc. This event is a Rain or Shine event. All tents and coverings must be weighted to prevent their becoming airborne in the event of windy conditions. Cylinder/sleeve weights or water canisters are preferred. No stakes may be driven into asphalt or hard paved surfaces. All tents, coverings and vendor sales areas will be inspected for safety prior to the opening of the event. All tents for food vendors cooking on site must be fire resistant. If you are renting tents, canopies, coverings and/or set-ups, you must use Grand Rental Station- 100 E. Aiken Rd- Eden, NC phone (336) 623-6380. Please consider using lighting in your space as the festival does not end on Saturday night until 9 PM.
4. All vendors are personally responsible for the collection, reporting and remittance of sales tax as required by the North Carolina Department of Revenue. The Festival assumes no responsibility regarding the collection, reporting and/or remittance of sale tax for sales by vendors.
5. Check-in procedures, maps, and other information will be emailed to you prior to the event. Festival Committee members will be directing vendor placement and set-up during set-up times. Food Vendors are urged to set up on Friday and to be prepared to sell by 6:00 PM Friday night if possible. We anticipate a large attendance for the concert at Market Square. There is no charge for Friday night set-up.

6. Applications will be accepted through September 23rd, as long as the Rockingham County Health Department will issue permits or until all spaces have been filled.

7. Vendor-provided portable power generators are NOT permitted and the sharing of electric power between vendors by utility cord is not permitted.

8. Space for self-contained Recreational Vehicle (RV) parking is available in the vendor parking lot. However, no electrical, water or sanitary hook-ups are available.

Vendor Set-Up Schedule

Friday, October 7, 2011: Streets will close at 3:00 PM. Set-up will begin at 3:00 PM for all food vendors and vendors who have rented multiple spaces ONLY. If you are assigned a space near Market Square we will arrange for earlier set up times if needed. ALL other vendors may start setting up 5:30 – 9 PM. Vehicles must be off the streets at 9 PM. No vehicles will be permitted back onto the streets until Saturday morning at 5:30 AM. Inspections must be made prior to 6:00 PM and before serving begins.

Saturday, October 8, 2011: Set-up 5:30 AM through 9:00 AM Vehicles must be off the streets by 9:00 AM. Inspections not made on Friday, October 7th must be made prior to 9:00 AM and before serving begins.

Sunday, October 9, 2011 - Break Down will begin at 5:00 PM. No vehicles will be permitted back onto the grounds until after 5:00 PM. Participants that close and/or depart early may not be eligible to participate in future festivals.

If you need to move materials to/from your vendor space between the above set-up and break down times, you will need to do so by hand or with the aid of a small hand truck or cart.

NO PARKING WILL BE PERMITTED IN THE DOWNTOWN FESTIVAL AREA. Your confirmed vendor packet will designate the closest vendor parking area to your assigned vendor space. After your set-up all vehicles must be moved to the vendor parking areas

Contact Information:

Mailing Address:

Reidsville Downtown Homegrown Festival

230 W. Morehead Street

Reidsville, NC 27320

Please make checks payable to: Reidsville Downtown Corporation

Email: rdc@ci.reidsville.nc.us

Website: www.downtownreidsvillenc.com

2011 Reidsville Downtown Homegrown Festival

FOOD VENDOR APPLICATION

1. NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: (_____) _____

MOBILE TELEPHONE NUMBER: (_____) _____

(Where you can be reached during the event in case of emergency)

2. Please submit photos of your display and/or materials if you have not exhibited in the Reidsville Festival before.

3. Please describe the food and drinks that are being offered:

Please use the back of this page or additional sheets if you need more space to describe your item(s).

4. Electric Requirement: _____ 110 volts _____ 220 volts _____ Special Hook-Up.

5. Please list any special requirements, LOCATION REQUESTS, etc.:

Please use the back of this page if you need more space to describe your special requests.

I have read the Food Vendor - Festival Information & General Policies included in this application. I agree to abide by the festival policies, the Rockingham County Health Department requirements and the Reidsville Fire Department rules and regulations if accepted as a Reidsville Downtown Homegrown Festival Food Vendor.

If you have any questions, please (336) 347-2307 or email rdc@ci.reidsville.nc.us before submitting your application.

Signature

Date

Please make a copy of this application and your enclosed check for your records.

For Office Use Only:

Date Application Received: _____ Accepted () Rejected ()

Amount Remitted: _____ Ck # _____