



NORTH CAROLINA FOLK FESTIVAL

2022 Makers Marketplace Vendor Application Guidelines September 9-11, 2022

IMPORTANT DATES:	
Application Deadline	March 11, 2022
Notification of Acceptance by Email or U.S. mail	March 25, 2022
Deadline for Operation Specifications, & Promotional Material, & Tax Information	April 8, 2022
Deadline for Submission of fully-executed Contract and Vendor Fees	May 6, 2022
Cancellation for Refund	June 17, 2022
Participation Details Emailed to Vendors	September 2, 2022
North Carolina Folk Festival	September 9-11, 2022

Application Process – via *Accepted*

Applying vendors are required to submit the following by 11:59 p.m. on March 11, 2022

- **Choosing from NCFMM categories (see eligible items below), four (4) color images of applicant work intended for sale and one (1) booth image.**
- **A non-refundable application fee of \$30**, paid by credit card. Please *do not send booth fees until you have received notification your application was accepted* into the NC Makers Marketplace.
- **A complete and successfully submitted online marketplace vendor.** Online applicants will receive email confirmation of their successful submission. No confirmation = application not successfully submitted and therefore will not be considered. *(If you receive no confirmation, email marketplace@ncfolkfestival.com asap)* Festival organizers may request clarifications; failure to provide requested clarifications is grounds for rejection.

Additional Application Information

- Application does not guarantee acceptance.
- Vendors must apply each year. Acceptance in previous years does not guarantee acceptance in future years.

Selection Process

The NC Makers Marketplace features juried, handmade creations from the North Carolina region based on:

- Technical quality of work
- Uniqueness of design
- Relevance to the Marketplace,
- Booth setup: presentation of items displayed in booth photo

The committee reviews all applications and selects vendors who best meet these criteria.

The Festival anticipates that with good weather, over 150K individuals will attend over the course of the weekend. Between 50 and 60 vendor spots will be available in the NC Makers Marketplace.

- **Eligible items include, but are not limited to:** pottery, jewelry, paintings*, quilts, custom furniture, textile art, stained and blown glass, photography, woodwork, sculpture, herbal/personal care, mixed media*, and packaged made-in-NC food products. **For vendors interested in selling paintings or mixed media, the artist may sell prints of an original work alongside the original work displayed at the Festival.*
- Ineligible items include, but are not limited to: crafts made from store-bought kits or molds, commercial reproductions, manufactured items that have been assembled.
- Vendors offering activities or services such as face painting or photo booths will not be considered.
- All packaged food items sold must be made in North Carolina.
- Applicants will receive notification regarding acceptance status by March 23, 2020
- The North Carolina Folk Festival reserves the right to deny any application without explanation.

VENDING AT THE NORTH CAROLINA FOLK FESTIVAL NC MAKERS MARKETPLACE

Vendors selected to participate in the North Carolina Folk Festival will receive an acceptance email in late March 2022. The email includes an information collection form that should be returned to the festival by **April 8, 2022** requesting:

- Operation Needs & Specifications
- Vendors' Promotional Information
- Liability Waiver or Proof of Insurance
- A copy of vendor's valid Certificate of Registration with the NC Department of Revenue (See the "Taxes & Insurance" section towards the bottom of the Application Guidelines for more information.)

In April, vendors selected to participate receive their contract agreement and processing instructions by email. **All necessary contracts, forms, and vendor fees must be submitted to Festival offices by May 6, 2022.** Failure to meet this deadline could result in forfeiture of booth space. Contact marketplace@ncfolkfestival.com with questions.

Vendors will receive a participation packet with detailed site information 1-2 weeks before the festival.

NC Makers Marketplace Vending Hours of Operation

- Friday: 5:30 p.m. to 10:00 p.m.
- Saturday: 11:30 a.m. to 10:00 p.m.
- Sunday: 11:30 a.m. to 6:30 p.m.
- Booths must be staffed for all contracted hours.
- The festival goes on **rain or shine unless extraordinary weather presents a safety issue.** All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- Vendors should bring someone to help watch their booth when crowds increase.
- Vendors will be under a tent, which they will provide.

Booth Pricing & Payment

- The basic vendor fee is \$250.00 and covers all three days of the Festival.
- Booth fee includes 10'x10' space, two chairs (*upon request*), a 20 Amp (2000 Watt 120 Volt) single outlet electrical service, and security for Friday and Saturday night.
- The Festival reserves space upon receipt of payment by vendor.
- Full payment of all vendor fees must be submitted by May 6, 2022 by credit card to avoid forfeit.

Refunds

- No refunds for cancellations after **June 17, 2022**
- No refunds for inclement weather.

Vendor Placement

- The Festival assigns booth locations to each vendor. Marketplace vendor placement is subject to change if there are changes to the Festival site.
- **The Festival provides a space.** Booth spaces will come in ten foot increments only.

- Vendors may not trade, switch, or set up in another area, without approval from the Festival.
- No holes may be dug.
- Water service is not available in the Marketplace.
- Phone lines are not available in the Marketplace.
- Vendors needing a reliable internet connection should provide their own service.
- No space is reserved without a completed contract and full payment of the contract fee.
- Vendors are arranged according to their juried categories to create variety through the Marketplace
- Any special needs requests must be included on the vendor application.

Set up

- Marketplace vendors arrive to set up their booths on Friday, September 9, 2022 between 8 a.m. and 4 p.m.
- Vehicle unloading space is near assigned vendor booth in the Marketplace.
- Vendors are permitted thirty (30) minutes for unloading (before 4:30pm).
- Vendor vehicles will need to be removed from the designated unloading area before vendor begins booth setup.
- Describe in your application if your booth design and/or setup is incompatible to discuss exemption and options.
- Booths must be set up and operational by 5:30 p.m. on Friday, September 9, 2022.

Booth Operations Guidelines

- Vendors must restrict activities to their booth space.
- No space-sharing or subletting is permitted, nor can the vendor assign the contract to another party.
- Vendor booths must be operational as the Marketplace officially opens until the Marketplace closes each day.
- Vendors may not advertise outside of their booth space.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Generators are not allowed.
- There is security on Friday and Saturday nights, fixtures and materials are left overnight at the vendors' risk. **The Festival's insurance will not cover personal property, so vendors should obtain their own insurance.**
- Playing music from your booth is prohibited.
- Vendor is responsible for a clean booth area, free of debris.
- Vendors may sell ONLY the type of work the Festival has invited them to sell (indicated on contract).
- The Festival encourages vendors to perform ongoing demonstrations *within their booths*. Be mindful of loud noises, strong odors, etc. Any activities deemed disruptive by the festival are not permitted.
- Vendors should furnish sufficient change for their sales transactions.
- The Festival provides electricity for vendor's own display lighting.
- Vendors must comply with all logistical regulations.

Made-In-North-Carolina Packaged Food Products

- Only packaged food products intended for take-home or gift use will be approved.
- Those vendors offering samples must adhere to the following:
 - Samples must be no more than ¼ of a normal service size.
 - Only samples that can be served at room temperature will be allowed.
 - Cooking or heating of samples must be approved through the Festival office.
- Vendor must adhere to Guilford County Department of Public Health guidelines pertaining to food sampling.
- Vendor cannot offer samples outside their booth space.

Marketing

All Festival vendors will receive the following marketing benefits:

- A listing on the Festival's website, with a link to the vendor's website (if provided).
- A listing in the Festival's Official Program Guide (50,000 copies printed and distributed).
- A listing in one of the Festival's newsletters.

Vehicles on Site

- **Vehicles are allowed on-site ONLY** during the following times:
 - Friday – until 4 p.m. & after 10:30 p.m.
 - Saturday – until 11 a.m. & after 10:30 p.m.
 - Sunday – until 11 a.m. & after 7:00 p.m.
- For the safety of the festival's attendees, vehicles are not allowed within the site during operating hours.
- Vendors will receive **one (1)** parking pass for the designated vendor parking lot. Vendors must park their vehicle in this lot and may not remove the vehicle from the lot until after operating hours.
- Vendor is responsible for staff parking and any parking needs beyond the one pass allotted.
- Only authorized vehicles may be parked on Festival grounds. Vehicles are NOT allowed to be parked behind or near the Marketplace.

Electricity

- A 20 Amp (2000 Watt 120 Volt) single ground fault outlet electrical service is included at no charge.
- Vendors must place electrical plugs where the Festival directs them.
- Vendors should bring **one labeled 12-gauge cord per 20 amp circuit** and outlet strips as needed.

Booth Clean Up

- Vendors may not begin to dismantle or remove booths before 6:30 p.m. on Sunday, September 11, 2022.
- Vehicles are NOT allowed on-site until 7 p.m. on Sunday, September 11, 2022.
- Be aware that pedestrians will still be present on Festival grounds during tear-down.
- Vendors must take home their entire booths – including carpet, display racks, storage containers, and decorations.
- All booths must be broken down by 10 p.m. Sunday.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a cleaning deposit for the following year's festival.
- Vendors must properly dispose of trash and cardboard as directed by Festival personnel.

Taxes & Insurance

- **Vendors are responsible for all local, state and federal taxes.**
 - The Festival requires each vendor to exhibit a valid Certificate of Registration prominently visible
 - For more information on Tax Requirements view this list of NC Department of Revenue Resources:
 - [Sales and Use Tax Information and Requirements](#) – Explains the Tax Identification Number requirement for craft marketplace vendors at the Festival.
 - [Registry of Sales & Use](#) - Find your Tax Identification number using account ID# OR taxpayer name.
 - [Specialty Markets Presentation](#) – Detailed explanation of sales and use tax reporting in North Carolina.
 - [Online Business Registration](#) – Detailed information on how to register your business and/or obtain a tax identification number.
- The Festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
- The Festival does not have separate vendor coverage under any insurance it may maintain.

Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The Festival reserves the right to amend these guidelines as needed.

In the event of a dispute, the decision of the North Carolina Folk Festival Operating Team will be accepted as final.