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**Contact Information**

Makers Marketplace  
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**2024 Makers Marketplace Vendor Application Guidelines**

North Carolina Folk Festival: September 6-8, 2024

**Important Dates**

- Application Deadline: 11:59 pm on Monday, Jan 29, 2024
- Notification of acceptance (by email): Wednesday, Feb 29, 2024
- Deadline for additional material(s): Thursday, March 21, 2024
- Deadline for contract and payment of fees: Friday, Apr 19, 2024
- Deadline for vendor cancellation with partial refund: Monday, June 3, 2024

**Application Process**

Vendors are required to submit the following, along with their completed application, in advance of the deadline:

- Choose from Makers Marketplace category (see eligible items below)
- Three (3) color images of applicant work intended for sale
- One (1) booth image
- A non-refundable application fee, paid online

Applications are submitted online at [ncfolkfestival.com/makers-marketplace-vendor-application](https://ncfolkfestival.com/makers-marketplace-vendor-application).

Applicants will receive email confirmation of their successful submission. *If you receive no confirmation, email [marketplace@ncfolkfestival.com](mailto:marketplace@ncfolkfestival.com) as soon as possible.* Applications do not guarantee acceptance. Vendors must apply each year; acceptance in a previous year does not guarantee acceptance in future years.

**Selection Process**

The NC Makers Marketplace features juried, handmade creations from the North Carolina region.

Applicants are evaluated with the following criteria:

- Technical quality of work
- Uniqueness of design
- Relevance to the NC Makers Marketplace
- Booth setup & presentation of items as shown in submitted photo(s)

**Makers Marketplace Categories**

Eligible items include, but are not limited to:

- pottery/ceramics
- jewelry
- original paintings\*
- custom furniture
- textile art/quilts
- stained and blown glass
- photography
- woodwork
- sculpture
- herbal/personal care
- mixed media\*
- printmaking
- 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 North Carolina Folk Festival*

Artwork and made-in-NC items must be original. Ineligible items include, but are not limited to:

- crafts made from store-bought kits or assembled manufactured items
- commercial reproductions
- Vendors offering activities or services such as face painting, photo booths will not be considered.
- Made in NC Food products should be in containers for later consumption. Food vendors should apply under NCFE Food Vendor applications.

All applications will be reviewed and scored, with vendors who best meet these criteria being selected. The North Carolina Folk Festival reserves the right to deny any application without explanation.

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## **Vending at the North Carolina Folk Festival NC Makers Marketplace**

The North Carolina Folk Festival draws a large number of attendees to downtown Greensboro. Vendors selected to participate in the North Carolina Folk Festival will receive an acceptance email. The acceptance email (and or subsequent communications) will include information that must be collected by the North Carolina Folk Festival, including:

- Booth operation needs & specifications
- Promotional information
- Liability Waiver or Proof of Insurance
- A copy of the vendor's valid Certificate of Registration with the NC Department of Revenue (See *Taxes & Insurance*)

### **NC Makers Marketplace - Hours of Operation**

The NC Makers Marketplace will be open:

- Friday: 5:30pm to 10:00pm
- Saturday: 11:30am to 10:00pm
- Sunday: 11:30am to 6:30pm

*Hours are subject to change.* Booths must be staffed by the artists all hours of operation. 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 white tent, which they will provide, and 50-pound corner weights.

### **Booth Pricing & Payment**

The basic vendor booth fee is **\$300.00**. The booth fee includes:

- 10'x10' space
- Two (2) chairs (upon request)
- 1x 20 Amp (2000 Watt 120 Volt) single outlet electrical service (no other services are provided)
- Security for Friday and Saturday night (fixtures and materials are left overnight at the vendors' risk - vendors should obtain their own insurance for coverage of personal property)

Larger spaces may be available for additional fees.

The Festival reserves space upon receipt of payment by vendor. Full payment of all vendor fees must be submitted by the deadline for contract and payment of fees (see *Important Dates*). Do not send booth fees until you have received notification your application was accepted into the NC Makers Marketplace.

## **Refunds**

There are no refunds made after the deadline for vendor cancellation (see *Important Dates*). No refunds will be issued for inclement weather.

## **Vendor Placement**

The Festival assigns booth locations to each vendor. Placement is subject to change. Vendors are arranged according to their juried categories to create variety through the Marketplace. Please be specific in detailing your items for sale. Do not include different than juried items without speaking with the Marketplace coordinator.

Any accommodation request should be included on the vendor application.

## **Set Up**

Vendors set up their booths on Friday, September 6, 2024 between 8am and 2pm. Load-in times are coordinated. More information is sent to vendors closer to the North Carolina Folk Festival; exact times are subject to change.

Vehicle unloading space is provided near the assigned vendor placement. Vendors are permitted thirty (30) minutes for unloading (before 2pm). Booths must be set up and operational in advance for inspection at 3pm and ready for NC Makers Marketplace Hours of Operation. If booths don't meet the NCFE requirements vendors will be given notice of missing requirements and when/if they may return.

## **Booth Operations Regulations**

- Vendors must restrict all activities to their assigned booth space - no space-sharing or subletting is permitted
- Vendor booths must be operational during NC Makers Marketplace Hours of Operation
- Vendors may not advertise with signage, etc. outside of their booth space
- Raffles are not allowed
- Camping is not allowed
- Generators are not allowed
- Playing music from your booth is prohibited
- Tents must be white
- Tents must be weighted with at least 50# on each leg of the tent
- Vendors may sell only the type of work the Festival has invited them to sell

The Festival encourages vendors to perform ongoing demonstrations within their booths. Be mindful of loud noises, strong odors, etc.

For vendors with Made-In-NC packaged food products:

- Only packaged food products intended for take-home or gift use will be approved
- Regulations for vendors offering samples:
  - 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 with the Festival in advance
- Vendors must adhere to local and state guidelines pertaining to food sampling
- Vendors can not offer samples outside their booth space.

## **Vehicles On Site**

Vehicles are allowed on-site only during the following times:

- Friday: until 2pm & after 10:30pm
- Saturday: until 11am & after 10:30pm
- Sunday: until 11am & after 7pm

Times are subject to change. For the safety of festival attendees, vehicles are not allowed within the site during festival hours, or while people occupy the site. Vendors will receive one (1) parking pass for designated parking.

### **Electricity**

1x 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. Vendors should bring lights for evening illumination.

### **Tear Down**

Vendors may dismantle or remove booths after the Makers Marketplace Hours of Operation. Vehicles are not allowed on site until 7pm on Sunday. Be aware that pedestrians will still be present on Festival grounds during tear-down. The time to enter the footprint is for safety reasons. Early tear-down vendors will not be invited to return.

All booths must be broken down by 9pm on the Sunday of the North Carolina Folk Festival. Any vendors failing to completely clean up their booth areas must pay a clean-up fee.

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## **Other Considerations**

### **Marketing**

All vendors are listed as an official component of the North Carolina Folk Festival.

This may include, but is not limited to: the North Carolina Folk Festival website, mobile app, program guide, social media, video and email newsletters.

### **Taxes & Insurance**

Vendors are responsible for all local, state and federal taxes. Each vendor must exhibit a valid Certificate of Registration prominently. For more information on Tax Requirements view this list of NC DOR

Resources:

- [Sales and Use Tax Information and Requirements](#) – Explains the Tax Identification Number requirement for vendors.
- [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, at any time.**

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