

GENERAL INFORMATION

Event Hours:

Friday: 12:00pm – 11:00pm
Saturday: 9:00am – 10:00pm

Craft Vendor Hours:

Friday: 12:00pm – 8:00pm
Saturday: 9:00am – 7:00pm

Attendance:

The festival generally brings 40,000-50,000 attendees throughout the weekend from North Carolina, South Carolina and Virginia!

Entertainment:

The festival is host to two major music stages. City Stage performers are national acts featuring country music. Stage 2 features local & regional bands playing a variety of music.

Two “zones” are designated for kids aged infant to high school! There are additional stages in these areas featuring children’s entertainment, music and demonstrations from local performance groups.



Endless Opportunities! The right product at the right price means you’ll have a great sales weekend.

**Come Play
In
Our Streets!**



National & Regional Entertainment

Historic Morganton Festival
PO Box 1472
Morganton, NC 28680

VENDOR APPLICATION

FOR:

Crafters

Novelty Food

Children’s Novelty

Non-Profits

Businesses

37TH ANNUAL HISTORIC MORGANTON FESTIVAL



SEPTEMBER 7 & 8, 2018



Downtown Morganton, North Carolina

PO Box 1472 Morganton, NC 28680

828-438-5252 Fax : 828-432-2518

info@morgantonfest.org

www.morgantonfest.org

Rules & Regulations

Listed below are the rules & regulations that you agree to accept by signing your application.

Booth Space

You are renting a 10' by 10' location only. You are responsible for supplying your own tables, chairs, drop cords and any other equipment or signage you may need. **All activities related to your booth must remain within this 10' by 10' space.** Festival Staff has the authority to move items if outside of the designated 10' by 10' space.

Move In/Break Down **NO SET UP IS ALLOWED ON THURSDAY NIGHT!**

Friday, September 7

Vendor admittance into the festival area begins at 8:00am and ends at 11:30am. *No vehicles are allowed in after 11:30am.* Vendors must open by 12:00pm and close no earlier than 8:00pm (Children's Play Land and City Stage will be open until 11:00pm Friday night). Two day vendors do not need to breakdown tent between Friday and Saturday.

Saturday, September 8

Vendor admittance into the festival area will begin at 6:30am and end at 8:30am. *No vehicles allowed in after 8:30am.* Vendors must open by 9:00am and close no earlier than 7:00pm.

**At closing, no vehicles will be allowed into the festival area until 10:00pm due to pedestrians. Vendors may walk their product out prior to 10:00pm.*

Electrical Hook-Up

☼ Please note on the application if you require an electrical source for your booth. **There is a \$25 fee** to be paid WITH your application fee!

☼ You **must** submit a complete list of electrical units to be used.

☼ *If you fail to mark your electrical needs you may be placed where an electrical hook-up is unavailable.*

☼ You are responsible for your own extension cords (we recommend 100'). If your cord is exposed to foot traffic you must provide a mat or duct tape to cover the cord.

Inspections

☼ **Fire Marshall**

Inspection on space, fire lanes, equipment, walkways and tents will be performed

☼ **Health Department** (828-438-5430) Food inspection for all food sold (whether cooked on or off festival site) will be performed. This includes professional food & non-profit vendors! **All nonprofits must have their nonprofit status letter posted.**

Drink Sales

☼ **Non-profits** who have been given permission to sell drinks may sell Pepsi Products ONLY

☼ ALL drinks must be purchased on-site from the Pepsi representative.

☼ **No vendor is allowed to give away water or soft drinks.**

Non-Profit Food Vendors

☼ If you are serving food you will fall under the NC Health Department Rules which require a permit (Questions? Please contact Burke County Environmental Health directly at 828-438-5430). **You will be inspected!**

☼ The festival provides centrally located water sources, vendor port-a-jons with sink, grey water containers and grease container.

☼ Failure to use appropriate containers will result in a fine of \$200 and no admittance to next year's festival.

☼ ALL vendors who are cooking in any capacity must have a flame retardant tent. You will be inspected by the Fire Marshall! Resources for flame retardant tents include:
King Canopy 1-800-800-6296
F&S Tents 1-305-826-3400

Rain Date Policy

☼ The festival takes place Rain or Shine!

Payment of Fees

☼ Payment can be made by a check, certified check or money order payable to The Historic Morganton Festival. You can also use pay pal with the on line application www.morgantonfest.org

☼ *All applications must be accompanied by a payment for the full amount due in order to be processed!*

Specialty Fees/Refunds

☼ \$25 Late Fee after August 10, 2018

☼ No refunds after August 10, 2018

Vendor Hospitality

☼ The festival makes every effort to ensure your experience is a good one. Trained volunteers are on-site to direct you to your booth location.

☼ There is also a mobile Vendor "Hospitality" unit that provides water during load-in times.

☼ This unit is also your first source of contact if you have questions or issues.

☼ Please utilize these resources!

Pets/Animals

☼ The festival is an ANIMAL FREE event. However we understand many vendors travel with their pets, please keep them contained!

*NOTE:

If your application is post marked by March 17, you may reserve the same booth space as last year!

All Vendors MUST:

- ⇒ Read the rules and regulations in this flyer and the Hold Harmless Agreement within the application.
- ⇒ Sign your application indicating your agreement to abide by the rules set forth by HMF, Inc.
- ⇒ Failure to sign your application and remit payment will cause delays in processing your booth space

VENDOR CHECK LIST

- ✓ Complete Application
- ✓ Payment included with application
- ✓ List all electrical needs
- ✓ Please include two photos examples of product line if a new vendor to this show with application

REGISTER & PAY ONLINE

www.morgantonfest.org

