

## GENERAL INFORMATION

### **Event Hours:**

Friday: 12:00pm – 11:00pm

Saturday: 9:00am – 10:00pm

### **Craft Vendor Hours:**

Friday: 12:00pm – 7:00pm\*

Saturday: 9:00am – 7:00pm\*

\*Please know that while craft vendor hours end at 7pm, cars will not be allowed into the festival area until event hours are over and crowds have dispersed. For those vendors wishing to leave at 7pm, or before the event ends, you will be required to walk your items out.

### **Attendance:**

The festival generally brings attendees throughout the weekend from North Carolina, South Carolina, Georgia, Tennessee, Virginia, and Florida!

### **Entertainment:**

The festival will provide a variety of musical entertainment on Friday and Saturday evenings as well as performances throughout the day from area dance and performance troupes. Enjoy opportunities to shop with over 250 HMF Vendors, dishes from Festival Fare Favorites, and entertainment across three stages!



Endless Opportunities! The right product at the right price, along with great weather, means you'll have a great sales weekend.

## **Come Play In Our Streets!**



**It is fun for all ages!!**

Kid Zone & Teen Zone

Rides & Games

Regional & Local Entertainment

250+ Vendors

3 stages

Historic Morganton Festival  
PO Box 1472  
Morganton, NC 28680

## **VENDOR APPLICATION**

**For:**

**Crafters**

**Novelty Food**

**Children's Novelty**

**Wineries**

**Non-Profits**

**Businesses**

## **42<sup>nd</sup> ANNUAL MORGANTON FESTIVAL**

**September 6 & 7, 2024**



**Downtown Morganton, North Carolina**

**PO Box 1472 Morganton, NC 28680**

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

**info@morgantonfest.org**

**[www.morgantonfest.org](http://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 6

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 Courthouse Square Stage will be open until 11:00pm Friday night) Two day vendors do not need to breakdown tent between Friday and Saturday. Security will be provided overnight.

#### Saturday, September 7

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 after 10:00pm or once the festival staff deems the event area safe. 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 \$30 fee per booth** 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.

☼ Do not unplug cords that aren't yours!

### Inspections

☼ **Fire Marshall** Inspections on space, fire lanes, equipment, walkways and tents will be performed. It is up to you to follow the rules.

☼ **Health Department** (828-764-9240) 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.** Inspections begin at 8:00am on Friday morning.

### 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 828-764-9240.** **You will be inspected!**)

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

☼ Failure to use appropriate containers will result in a fine of \$200 minimum 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

### 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](http://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 15, 2024

☼ No refunds after August 15, 2024

### 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 on Friday. 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!

### Hotels

☼ Burke County has several accommodation options including: Fairfield Inn & Suites, Comfort Inn & Suites, SureStay by Best Western, Quality Inn, Sleep Inn, and various AirBnBs or VRBOs

**\*NOTE:**

**If your application is post marked by April 15, you may reserve the same booth space as 2023!**

### 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
- ✓ Novelty Food and Professional Food Vendors are booked by invitation only. If interested email menu with pricing & photo of your booth setup to [info@morgantonfest.org](mailto:info@morgantonfest.org)

**REGISTER & PAY  
ONLINE**

**[www.morgantonfest.org](http://www.morgantonfest.org)**