



DISCOVER COLUMBUS

Columbus Heritage Vendor Packet

Submission Deadline September 21

The Town of Columbus is a small town located in the Blue Ridge mountains of Western North Carolina, and is the county seat for Polk County, North Carolina. We are celebrating our heritage with a festival on October 7th. The festival promises to be a unique fun-filled day with music performances, games, food, crafts, and heritage craft demonstrations. The festival is family friendly and promises something for everyone.

The festival officially begins at 10:00 AM on **Saturday October 6, 2018** and ends at 2:00 PM.

All submitted applications must be complete, signed, and include any required attachments and payment to be considered for approval. Vendor applications are due at the Columbus Town Hall by **September 21nd**.

If you have any questions, please contact Shana Atkins at 828-894-8236

Vendor Rules & Requirements

Arrival & Check-In

All vendors are required to access the festival area via Gibson Street. All vendors must stop to be checked in with festival staff upon arrival. A map of the festival and surrounding area will be enclosed with vendor packets and will outline the required ingress and egress route to access your space with supplies. If restocking is necessary during festival hours, traffic must flow to and from Gibson Street. Gibson Street will be the only way to accomplish that. Do not move or remove the traffic barriers in the festival area.

There is no designated parking for vendors, and vendors may not park in designated handicapped areas without appropriate handicapped placards. Please find parking along Ward Street or any adjoining lots that are not blocked off for private use.

Spaces

The Town of Columbus provides spaces that are **20' x 15'** only. All tents, trailers, tables, merchandise, and supplies **MUST** fit within this space. Additional spaces must be purchased if more room is required for your setup. If you have special requests or requirements in regard to space locations or ease of access, please contact Shana Atkins at the Columbus Town Hall at in advance. Phone number is 828-894-8236

Electrical / Water Connections

The Town Public Works Crew will be on hand from **6:00 AM – 10:00 AM** to ensure electrical and water connections are available for vendors.

Vendors are responsible for making sure their extension cords are of proper length, are properly plugged in and in working order. Water connections are available for vendor use; vendors are responsible for hose connection and hose type.

Set-up and Take-down

Vendors may set-up from **7:30 AM – 8:30 AM**, but all vehicles must be off the street and parked appropriately by **9:00 AM**.

No vendors may access the street with vehicles for loading until after **2:00 PM**, and all clean up should be completed by **3:00 PM**.

Cleanliness and Final Clean-Up

All vendors are required to bring their own containers for garbage and recycling, as vendors will not be permitted to use the public containers for their refuse. All vendors must maintain his or her area in a clean and neat manner throughout the festival, and complete a final clean-up prior to leaving the festival.

Sales Tax

All vendors are required to submit their NC Sales Tax Number with their application. Out of state businesses can apply for a temporary sales tax ID with the NC Department of Revenue. If you are awaiting your sales tax ID, please attach a copy of your confirmation of application to your completed vendor application as proof. You can contact the local DOR office at (828)259-4000.

Food Service Permits

A Temporary Food Establishment (TFE) Permit must be obtained from Polk County Health Department to participate in the festival as a food or drink vendor.

A completed TFE application and a separate check for **\$75.00** made payable to Polk County Health Department **MUST** be submitted with your vendor application to be considered as a food or drink vendor. Your application will not be accepted, and your spot will not be held if this is omitted.

If you are exempt from this permit, you must submit page I of the TFE application along with proof in writing from the Health Department.

Forms can be found online at <http://rpmhd.org/index.php/environmental-health-forms> under Documents Pertaining to Temporary Food Establishments.

The deadline for TFE application & payments submission for the festival is September 21, 2018

The Health Department will be on-site to inspect booths during set-up hours. Any booth that is shut down for lack of proper permit or health code violations will be asked to leave, and no refund will be given. Please contact Erin McCraw at Polk County Health Department with any questions related to TFE permits or exemptions at 828 894-8004; or via email at elunsford@rpmhd.org.



DISCOVER
COLUMBUS

2nd Annual Columbus Heritage Festival Vendor Application

Festival Date: Saturday October 6th
10:00 am - 2:00pm

Submission deadline September 21

Organization/Business Name _____

Mailing Address _____
Street City State Zip

Contact Name _____ Phone _____

Email _____ NC Sales Tax# _____

Electricity/Water Needs: Standard Electricity 220 Volt Electricity Water Not Needed

Booth Type (All spaces are 20'x15')	Type of Setup (Tent, Trailer, etc.)	# of Spaces Requested	Fee per Space	Total Fee Enclosed
Food/Drink **TFE permit required**			\$5.00	
Craft			\$5.00	
Nonprofit ** (501(c)(3) letter required**				
Food Vendor w/power			\$5.00	

****Payment MUST be included with your application. Cash, Check or Money Order Only will be accepted****

List **ALL** services offered, products to be sold, materials to be distributed, or items to be displayed: (If not listed on application, cannot be sold at the festival) A separate sheet may be attached if necessary. Food/Drink vendors may attach a menu.

For Office Use Only

Date Received: _____ **Complete:** YES or NO **Approved:** YES or NO

Payment Information: _____ Space Assignment: _____

Confirmation of Acceptance: _____ Vendor Packet Mailed: _____

Notes: _____

Vendor Application

Liability Release and Acceptance of Conditions

I hereby release the Town of Columbus, its employees, volunteers, officers and / or anyone else connected with the Event, of any and all known and unknown damages, injuries, and losses, judgments and / or claims from any causes whatsoever that may be suffered by anyone participating in this event.

I am aware that requesting a specific space does not guarantee the space will be granted, but the Town of Columbus will try to accommodate these requests as best they can. I understand that the Town of Columbus will assign spaces as it deems appropriate, based on products to be sold and dates the application was received, and that the Town of Columbus reserves the right to refuse any vendor for any reason.

I understand that the Town of Columbus reserves the right to limit items to be sold as they see fit, and agree to offer for sale only those items that are approved. I acknowledge there is no guarantee, expressed or implied, of success or failure of individual vendors at this event, and that I may only offer the items listed on my application for sale at the event.

I understand the event date is **Saturday October 6, 2018**. I understand that if I choose not to participate in the festival on either date, I will not have my vendor fee refunded.

I certify that I possess or have applied for a North Carolina sales tax number, and will accurately represent my sales from the festival and pay appropriate taxes as required.

I certify that I have read and understand the requirements set forth in the Town of Columbus Street Vending Ordinance, and that I will abide by those requirements accordingly.

I understand that no refunds of vendor fees will be made for any reason, without exception.

I certify that the information given in this application is true and accurate to the best of my knowledge.

By execution of this form, I certify that I have read and understand all rules and requirements set forth in this application packet, in its entirety, and that it is my responsibility as a vendor to ensure my application is complete and all requirements of participating in the festival are met. I further understand that I will not be permitted to set up at the festival, or will be ejected from the festival if all requirements are not met or the conduct of myself or my agents is in violation of said regulations at any time.

I have read, understand, and will comply with all the rules and regulations outlined in this release, including the Town of Columbus Ordinance Chapter 113 relating to vending and festivals.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____