

## Application Submission Deadline: **Standalone food truck deadline September 13, 2024 & all other vendors September 22 deadline**

The Town of Columbus is a small community located on Highway 74 and I-26 in the Blue Ridge Mountain foothills of Western North Carolina. Columbus is the county seat and business/commerce center of Polk County. We are hosting a **Fall Festival** on September 28, 2024. This festival promises a unique fun-filled day with a wide variety of local and regional craft vendors along with bouncy houses for the kids. This family friendly festival is scheduled on the historic Antebellum Courthouse lawn in conjunction with Courthouse Street. Local restaurants are nearby.

### Festival Schedule

Saturday, September 28, 2024, 9:00am to 3:00pm. (Set-up 8:00am to 9am)

### Application Required

Only **Craft Vendors & Local Vendors & Standalone food trucks** will be considered. All applications must be complete, signed, (**pages 2 and 3 only**) and payment submitted to be considered for approval. Vendor/Exhibitor applications are due by **September 22, 2024**, and standalone food truck September 13, 2024.

### Food & Drink Vendors

A Temporary Food Establishment (TFE) Permit must be obtained from Polk County Building Inspections Office 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 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 1 of the TFE application along with proof in writing from Camille Gwyn at the Polk County Building Inspection Office. Camille Gwyn can be reached at 828-894-3739 or by emailing [cgwyn@polknc.org](mailto:cgwyn@polknc.org).

TFE Forms can be found online at

[https://www.polknc.gov/consolidated\\_human\\_services/public\\_health/food\\_lodging\\_and\\_other\\_facilities.php](https://www.polknc.gov/consolidated_human_services/public_health/food_lodging_and_other_facilities.php)

**Questions?** If you have any questions, please contact Ms. Jenny English at phone: [828-478-4212](tel:828-478-4212), email: [davissijenna@gmail.com](mailto:davissijenna@gmail.com)

See the "Events" page at: <https://www.discovercolumbusnc.com/>

**Spaces:** The Town of Columbus provides vendor/exhibitor spaces that are approximately **15'x 15'**. **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. Exhibit space locations (and options) may be requested and are assigned when completed applications are received and approved. See the exhibit area map above for proposed locations.

**Electrical Connections:** **No electric connections will be provided & no water connection will be provided.**

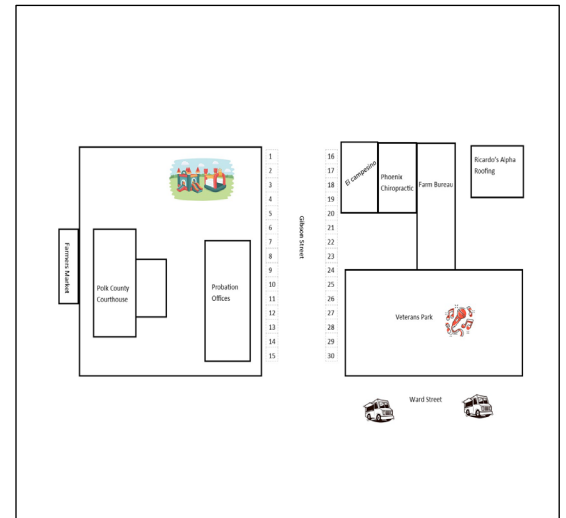
**Set-up and Take-down:** Vendors/Exhibitors may set-up from 8:00 AM – 9:00 AM. All vehicles must be off the exhibit area and parked appropriately by 9:00 AM. No vendors may access the exhibit area with vehicles for loading until after 3:00 PM. All clean up should be completed by 4:00 PM.

**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 exhibitors/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.

**Arrival & Check-In:** All vendors are required to access the festival area via Ward Street. All Vendors/Exhibitors must stop to be checked in with festival staff upon arrival. If restocking is necessary during festival hours, traffic must flow to and from Ward Street. Ward 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 Vendor/Exhibitors.** Parking in designated handicapped areas without appropriate handicapped placards is prohibited. Please find parking along Ward Street, Hampton Street, North Peak Street, or any adjoining lots that are not blocked off for private use.

**In Case of Rain:** In the case of rain or other inclement weather the event will be rescheduled to October 5, 2024.





# Fall Festival in Columbus, NC

Festival Date: Saturday 28, 2024 – 9:00 am - 3:00pm



**Application submission deadline: September 22, 2024**

Organization/Individual Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ NC Sales Tax# (if applicable) \_\_\_\_\_

Web site (if applicable) \_\_\_\_\_

Facebook page (if applicable) \_\_\_\_\_

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

<b>Booth Type</b> (All spaces are 15'x15')	<b># of Spaces</b>	<b>Fee per Space</b>	<b>Total Fee Enclosed</b>	<b>Payable to: Town of Columbus</b>
<input type="checkbox"/> Craft Vendor (selling) / local vendors			<b>\$25.00</b>	
<input type="checkbox"/> Stand-alone food truck			<b>\$50.00</b>	

Preferred Exhibit Space(s): \_\_\_\_\_ if available. (See numbered spaces on first page map)

List **ALL** services offered, demonstrations, types of items to be sold, materials to be distributed, or items to be displayed: (If not listed on application, cannot be sold at the festival) Use a separate sheet if necessary.

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## **Liability Release and Acceptance of Conditions**

I hereby release the Town of Columbus, Discover Columbus Committee, 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 (Discover Columbus Committee) will try to accommodate these requests as best they can. I understand that the Discover Columbus Committee representative 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 (Discover Columbus Committee) reserves the right to refuse any vendor for any reason.

I understand that the Town of Columbus (Discover Columbus Committee) 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, September 28, 2024**. I understand that if I choose not to participate in the festival, I will not have my vendor/exhibitor fee refunded. No refunds of vendor/exhibitor fees will be made for any reason, without exception. I understand rain date is on October 5, 2024.

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.

### **Application submission deadline: September 13, 2024, for standalone food trucks & September 22, 2024, for all other vendors**

Applicant's Printed Name & Organization \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail completed Applications with payments to: Town of Columbus P.O. Box 146 Columbus NC, 28722  
OR**

**Deliver completed Applications with payment in person to: Town Hall at 95 Walker Street Columbus, NC**

#### **For Festival Use Only**

Date Received: \_\_\_\_\_ **Complete:** YES or NO **Approved:** YES or NO (Confirm with Vendor)

If not approved, reason: \_\_\_\_\_

Liability Release and Acceptance of Conditions signed and received? YES or NO (Confirm with Vendor)

Payment Information: \_\_\_\_\_ Space Assignment: \_\_\_\_\_