



Wood Carvers & Whittlers Festival Vendor & Exhibitor Packet



Submission Deadline September 21, 2019

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 **Wood Carvers and Whittlers Festival** on October 19th. The festival promises to be a unique fun-filled day with a wide variety of local and regional amateur and professional wood carvers, whittlers, turners, and suppliers showing, selling, and giving demonstrations. This family friendly festival is scheduled on the historic Antebellum Courthouse lawn and on Gibson Street (if needed) in conjunction with the Columbus Farmer's Market on Courthouse Street. Local restaurants are nearby.

Festival Schedule

Saturday October 19, 2019 10:00am to 3:00pm. (Set-up 7:00am to 9am)

Application Deadline

All submitted applications must be complete, signed, and include any required attachments and payment to be considered for approval.

Vendor/Exhibitor applications are due by **September 21, 2019**

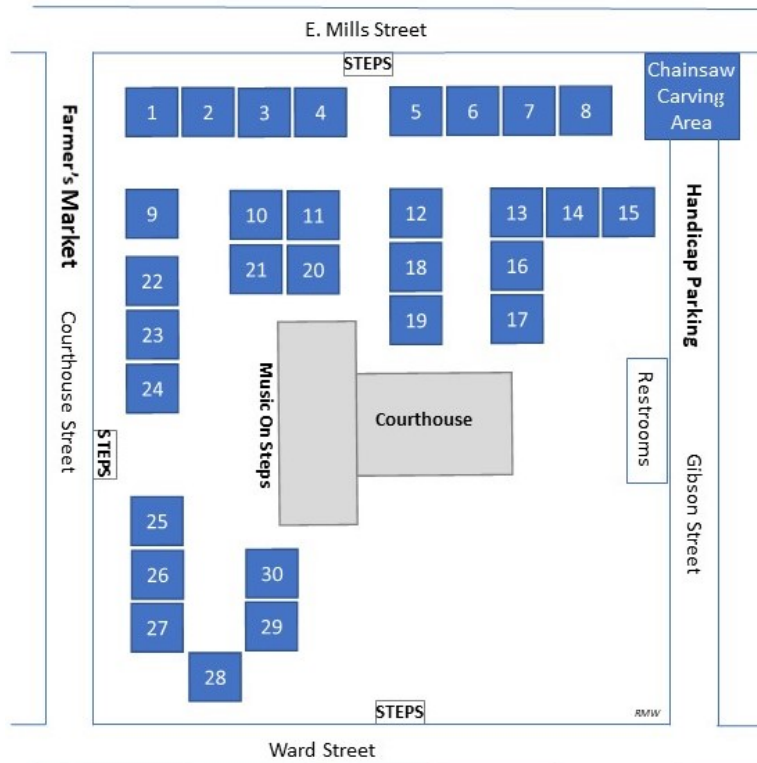
Questions?

If you have any questions, please contact Ms. Ernie Kan at phone: 828-899-5111, email: erniekan@yahoo.com

Web site: <https://discovercolumbusnc.com/woodcarvers-and-whittlers-festival/>

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. See the following exhibit area map for proposed locations.



Electrical / Water Connections

The Town Public Works Crew will be on hand from 7:00 AM – 9:00 AM to ensure electrical and water connections are available for exhibitors and vendors. Exhibitors and vendors are responsible for making sure their extension cords are of proper length, are properly plugged in and in safe working order. Water connections are available for use with vendor/exhibitor supplied hoses.

Set-up and Take-down

Vendors/Exhibitors may set-up from 7:00 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 Gibson 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 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 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.

Sales Tax Options

1. Exhibitors (“Vendors”) selling anything 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. Or, on-line forms and on-line filing at: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax>

2. Exhibitors who are not selling (and Hobbyists that ARE SELLING) are exempt from the sales tax requirement. Demonstrations and displays are encouraged to help promote the craft and educate the Festival’s visitors.

Food Service Permits

A very limited number of food/refreshment vendors will be permitted. Priority is given to local food/refreshment vendors. 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. Several local restaurants are within a short walking distance from the exhibit area.

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 a TFE Permit, you must submit page 1 of the TFE application along with proof in writing from the Health Department.

TFE Permit forms can be found online at <http://www.rpmhd.org/images/forms/4000/4001/RPM4001.002.pdf>.

The deadline for TFE application & payments submission for the festival is September 21, 2019

Please contact Erin McCraw at Polk County Health Department with TFE questions, permits, or exemptions at 828 894-8004; or via email at elunsford@rpmhd.org.

The Health Department will be on-site to inspect food/refreshment 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.

In Case of Rain

In the case of rain or other inclement weather the Vendor/Exhibitor exhibits will be relocated to the Stearns gymnasium one (1) block away.



Wood Carvers & Whittlers Festival Vendor & Exhibitor Application

Festival Date: Saturday October 19th - 10:00 am - 3:00pm



Application submission deadline September 21, 2019

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.

Booth Type (All spaces are 15'x15')	# of Spaces	Electricity Needed? Yes/No (Bring cords)	Fee per Space	Total Fee Enclosed	Payable to: <i>Town of Columbus</i>
<input type="checkbox"/> Food/Drink (TFE permit required)			\$25.00		
<input type="checkbox"/> Craft Exhibitor (not selling)			\$25.00		
<input type="checkbox"/> Craft Vendor/Supplier (selling)			\$25.00		

Check Needs: 110v Electricity 220v Electricity
 Water Washing/Gray Water Drain

Preferred Exhibit Space(s): _____ if available.

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.

<p>For Festival Use Only</p> <p>Date Received: _____ Complete: YES or NO Approved: YES or NO</p> <p>Payment Information: _____ Space Assignment: _____</p> <p>Confirmation of Acceptance: _____ Vendor Packet Mailed: _____</p> <p style="text-align: right; font-size: small;">Carvers-Festival-Vendor-Packet-2019.docx</p>

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 October 19, 2019**. 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 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. Non-selling exhibitors do not need a sales tax number.

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 on page 5 of this Application.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

Mail completed Applications with payments to: E. Kan, PO Box 854, Columbus, NC 28722

To deliver Applications in person contact Ms. Ernie Kan at phone: 828-899-5111, email: erniekan@yahoo.com

Town of Columbus Street Vending Ordinance CHAPTER 113: STREET VENDING PERMITS FOR SPECIAL EVENTS

§ 113.01 PURPOSE. It is found and declared that the permitting of street vending for special events promotes the public interest in that: (A) The town is a regional center for business, government, finance and tourism; (B) From time to time, the town authorizes special events for the purpose of encouraging tourism and civic pride; and (C) The permitting of street vending for these special events contributes to furthering an attractive pedestrian environment and, thus, contributes to the general welfare of the town. (Ord. passed - -, § 14-281; Am. Ord. 2011-5, passed 8-18-2011)

§ 113.02 DEFINITIONS. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. MERCHANDISE. Fresh cut flowers, balloons and any other wares, and shall include entertainment. SPECIAL EVENTS. All street fairs, festivals, carnivals, parades, marches, rallies, demonstrations, and other activities or public events that require the temporary closing or obstruction of, or that substantially hinder or prevent the normal flow of vehicular or pedestrian traffic on, all or a portion of any town or county-owned property, street or other public right-of-way within the town. STREET VENDOR. A person who hawks, peddles, sells or offers food or merchandise. VENDING STAND. A mobile cart, wagon, vehicle or stand used or intended to be used for displaying, transporting or storing articles offered for sale by a vendor. (Ord. passed - -, § 14-282; Am. Ord. 2011-5, passed 8-18-2011)

§ 113.03 REQUIRED. (A) It shall be unlawful for any person to sell or to offer for sale during, or within the two hours immediately before or after, any special event in the town, any food, beverage or merchandise, on foot or from any vending stand, on any right-of-way, street, sidewalk or public property within the town, without first obtaining a permit pursuant to this chapter. (B) Any permit issued under this chapter shall be temporary in nature and applicable for one special event. The permit shall be effective only for the duration of the special event specified. (Ord. passed - -, § 14-284; Am. Ord. 2011-5, passed 8-18-2011) Penalty, see § 113.99

§ 113.04 APPLICATIONS. The permit required by § 113.03 above shall be issued only after payment of the fee required by

§ 113.05 below, and completion of an application providing the following information: (A) The name, home and business address of the applicant, and the name and address of the owner of the vending business, if other than the applicant; (B) The special event for which the vendor seeks the permit and the name of the entity sponsoring the special event; (C) A description of the type of food, beverage or merchandise to be sold; (D) The applicant's state sales tax number or, if the applicant is a charitable organization, its tax exempt number; and (E) A copy of any approval required by the County Health Department pursuant to "Rules Governing the Sanitation of Restaurants and Other Food handling Establishments," 10 N.C.A.C., Ch. 10, Subchapter 10A. (Ord. passed - -, § 14-285; Am. Ord. 2011-5, passed 8-18-2011) § 113.05 FEE. Fees are set by Town Council and are found in the town fee schedule. (Ord. passed - -, § 14-286; Am. Ord. 2011-5, passed 8-18-2011)

§ 113.06 PROHIBITED CONDUCT. It shall be unlawful for a street vendor to: (A) Violate any federal, state, county or town law or regulation that pertains to food, beverages or the selling thereof, or that pertains to the operation of the vendor's business in the town; (B) Fail to permit any lawfully requested inspection by health officials or to comply with any lawful request of a police officer; (C) Fail to carry and display at all times of operation the permit issued under this chapter; (D) Have a vending stand that is not in compliance with the review regulations or any additional special restrictions or conditions stated in the permit; (E) Vend without insurance if such is a condition of the vendor's permit; (F) Sell food or beverages for immediate consumption, unless the vendor has available for public use a litter receptacle not more than ten feet distant from the vendor's stand; (G) Leave his or her designated location without first picking up, removing and disposing of all trash or refuse remaining from sales made by the vendor; (H) Allow any item relating to the operation of the vending business to be placed anywhere other than in, on or under the vending stand; (I) Offer to sell any goods other than those permitted by the permit; (J) Sound or permit the sounding of any device which produces a loud and raucous noise, or engage in any hawking or harassment for the purpose of attracting the attention of the public to the vending stand; (K) Have any advertising, except the posting of prices, the name of the products, and the name of the vendor; or (L) Solicit or conduct business with persons in motor vehicles. (Ord. passed - -, § 14-287; Am. Ord. 2011-5, passed 8-18-2011)

§ 113.07 DENIAL, SUSPENSION OR REVOCATION. Any vendor's permit may be denied, suspended or revoked by the town for fraud or misrepresentation in the application for the permit or in the conduct of the business, for conduct of this business in such a manner as to create a public nuisance or constitute a danger to the public health, safety, welfare or morals, or for conduct contrary to the provisions of this chapter. Any vendor who has had his or her permit denied, suspended or revoked may, within 15 days of the date of denial, suspension or revocation, appeal the decision to the Town Manager. (Ord. passed - -, § 14-288; Am. Ord. 2011-5, passed 8-18-2011)

§ 113.99 PENALTY. Any person violating any provision of this chapter shall be guilty of a misdemeanor and, upon conviction, shall be punished in accordance with applicable statutes. Any violator is also subject to a civil penalty.

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