



# VENDOR Guidelines

## 2020 Season

**\*PLEASE READ ALL THE FOLLOWING INFORMATION CAREFULLY BEFORE APPLYING.\***

- The 2020 Saloon Studios Live outdoor festival season will consist of Frontier Day, our Battle of the Bands series and will close with the Music on the Mountain festival. We are located at 313 Old West Road, West Jefferson, NC.

These events will be held outdoors and will proceed rain or shine!

- Battle of the Rock Bands - Saturday, May 23rd
- Frontier Day - Saturday, May 30th
- Battle of the Country Bands - Saturday, June 13th
- Battle of the Blues/Jazz Bands - Saturday, July 11th
- Battle of the Bluegrass/Americana Bands - Saturday, August 15th
- Music on the Mountain Festival - Saturday, September 12th

### **VENDOR APPLICATION PROCESS & PRODUCT RULES**

- ALL vendor applications undergo a juried process by the vendor selection committee. This ensures the event has a wide variety of items to showcase and to avoid too much repetition.
- Due to limited vendor space, we encourage you to apply early. Applications submitted at least two (2) months prior to the event will qualify for our early bird vendor fee. Applications received less than two (2) months prior to the event vendor fees will be increased. Applications are open until filled. Booth fee costs are listed on the vendor application. Postmarks honored.

Please complete the following & return:

- 1) Completed, Signed Vendor Application Form**
- 2) Signed Release & Indemnification Agreement Form**
- 3) Booth Fee (Listed on application form)**

*(Your application is not complete until we have received all signed forms & payment.)*

- Please submit at least 5 photos of the items you wish to sell at the event with your application packet.
  - Food Vendors: Please submit photos of your truck and set-up
- Food Vendors: Two food trucks will be accepted into each event. We reserve the right to limit the number and type of food items that you may sell.
- Electrical service is **NOT** available to Craft Vendors.
- Vendors are responsible for payment of North Carolina Sales Tax and are required to obtain a certificate of registration (NC-BR form, for Sales & Use Tax) from the NC Department of Revenue (*this form can be found on [www.dornc.com](http://www.dornc.com)*).
- Prices of all items for sale must be clearly displayed. Failure to do so will result in loss of the deposit fee and you will be banned from the event the following year.



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## CLEAN-UP DEPOSIT REQUIRED

- ***A clean-up deposit for each food vendor booth is REQUIRED, no exceptions. See application for fee information.*** Deposits **MUST** be made via separate check. The clean-up deposit may be deposited by the event, and will be returned after the event **AND** upon documentation of successful cleanup. Please allow at least 2 weeks after the event to receive your returned clean-up deposit fee.

## HEALTH DEPARTMENT & FIRE MARSHALL RULES

- Health Department personnel will supervise the load-in & setup of food vendors.
- **A CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL FOOD VENDORS. NO EXCEPTIONS!**
- All food vendors should complete a Temporary Food Establishment Permit Application to be submitted to the Health Department (*form available at <http://www.apphealthcare.com/wp-content/uploads/2014/02/TFE-Application-12-2013.pdf>*).
- Vendors must adhere to all rules and regulations of the Ashe County Health Department and Fire Marshall. All food vendors will be inspected prior to selling products and are responsible for paying appropriate fees to them, when applicable.
- Electric cords **MUST** be covered at the booth and across any walkways. (No generators.)

## VENDOR REFUND POLICY

- Vendor fees will be refunded minus a \$15 handling fee prior to 30 days before the event
- Between 30 and 15 days prior to the event, a 50% refund will be granted.
- No refunds will be granted after 15 days prior to the event.

## VENDOR EXPECTATIONS

- Recommended vendor hours are 11:00AM-6:00PM, but crafts and food vendor booths are required to stay open for at least a minimum of 70% of the event hours. Booths should be ready for business at least 1/2 hour prior to the start of the event.
- Vendors are responsible for their own booth setup & supplies needed. Tents, tables, or chairs are **not** provided by the event. Event personnel are not responsible for helping with booth setup or takedown.
- Vendors/Exhibitors are responsible for the protection of their exhibits from the rain. All tents must be firmly secured in case of wind. A system such as buckets filled with concrete may be used.



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### VENDOR LOAD-IN PROCEDURES

- Event personnel will be at the staging area, along the route to the exhibit area & within the exhibit area to direct you to your assigned space for load-in and to answer any questions.
- Due to the nature of vendor load-in, ***THERE IS A STRICT LIMIT OF ONE VEHICLE PER VENDOR SPACE PERMITTED DURING LOAD-IN.*** Bringing more than one vehicle disrupts vendor setup and blocks the road for others. If you bring more than one vehicle, it will not be permitted into the event area to unload until event personnel give the all clear. If you must bring more than one vehicle, make sure you include all preliminary set up items such as tent, tables, etc. in the vehicle you want to go into the exhibit area first. If you do not follow these guidelines & procedures, you may be barred from the event for one (1) year.
- No vehicles will be allowed in the event area later than 1/2 hour prior to starting time each day.

### VENDOR LOAD-OUT

- Vendors shall remain open until the official end of the event. No vehicles shall be allowed in the event area until 1/2 hour after the official end of the event, as this creates a huge safety concern to attendees & fellow vendors. If vendor vehicles enter the event area before the end of the event without event staff authorization, you will be banned from the event for one (1) year.
- The safety of all participants is our utmost concern, and we take this very seriously.

### CLEANUP/DISPOSAL REQUIREMENTS

- All trash **MUST** be disposed of in the event-provided dumpsters or other designated location, and **NOT** in trash cans along the street. Trash must be disposed of at the end of the event or taken with you. If you leave trash & do not dispose of it properly, you will lose your cleanup deposit and may be banned from the event the following year.
- Grease **MUST** be taken with you. Dumping of grease anywhere else is prohibited and, if violated, you will lose your deposit and will also be banned from the event the following year.

*[See next page]*



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### **DISCLAIMER OF DAMAGE OR INJURY**

- Saloon Studios Live LLC, cannot be held liable for loss or damage to art, crafts, food, merchandise, equipment or injury to anyone participating in the event. A Certificate of Insurance is required for all food vendors and specialty food vendors, and is strongly encouraged for all craft vendors.

### **VENDOR PARKING**

- Vendor parking information will be available onsite.
- Parking for vendors is available near the exhibit area within a short walk.

### **OTHER INFORMATION**

- The Saloon Studios Live 2020 Season outdoor festivals will feature live music, craft & food vendors, and other events.
- Pets are **not** allowed within the event area.

### **SIGNED RELEASE & INDEMNIFICATION AGREEMENT FORM REQUIREMENT**

All vendors will be required to sign a Release & Indemnification Agreement Form as part of the application process.

By signing your applicable vendor application form, you are agreeing to ALL of the above stated rules, guidelines & expectations of Saloon Studios Live and as a vendor. If you violate any of the above stated rules or guidelines or create any misconduct, you may be asked to leave and may be barred from the event for at least one (1) year.

*Please complete the Application and Release Form and return them, along with vendor fee, clean-up deposit fee & a current insurance certificate(s). Your application is not complete until all items are received.*

***Due to limited vendor space, early application is encouraged.***

For additional info, contact us at: [info@saloonstudioslive.com](mailto:info@saloonstudioslive.com) or (336) 877-2374.  
Thank you for your interest in Saloon Studios Live!

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