



# CRAFT VENDOR Guidelines

## Frontier Day – 5/4/19

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

- **Frontier Day** is **Saturday, May 4th** from 10:30AM until 6:30PM, located at Saloon Studios Live, 313 Old West Road, West Jefferson, NC. The event is an outdoor event and will proceed rain or shine!

### **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.
- **ONLY handcrafted, original** work by the applicant(s) will be permitted in Saturday's vendor area. Acceptable works include paintings, watercolors, pen and ink drawings, etchings, photography, clay, metal work, jewelry, fibers, leather, glass, paper, wood and other original works.
- Offset reproductions of an artist's original work must not comprise more than 50% of exhibited works.
- **Commercial goods, mass produced items and buy-sell items are NOT allowed to be sold at the event.** Examples of products not allowed include: Paparazzi Jewelry, Lula Roe, Thirty-one, Arbonne, Doterra Oils, Agnes & Dora, Usborne Books and others as deemed by the vendor selection committee. If you are found to be selling these products during the event in addition to your approved items, you may not be permitted to return to the event for one (1) year.
- Due to limited vendor space, we encourage you to apply early. Apply by **April 1, 2019** to take advantage of our early bird vendor fee. If you apply after **April 1, 2019**, 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.
- **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.dorncc.com](http://www.dorncc.com)*).



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### Vendor Refund Policy

- Vendor fees will be refunded minus a \$25 handling fee prior to April 1st.
- Between April 1st and May 1st, a 50% refund will be granted.
- No refunds will be granted after May 1st.

### Vendor Expectations

- Arts, crafts, and food vendor booths are required to stay open during event hours. Booths must 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.

### 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.

### 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, you will be banned from the event for one (1) year.
- The safety of all participants is Saloon Studios Live, LLC's utmost concern, and we take this very seriously.



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### Disclaimer of Damage or Injury

- Saloon Studios Live, LLC, cannot be held liable for loss or damage to art, crafts, merchandise 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. ***ALL vendors will be required to sign a Release & Indemnification Agreement Form before participating.***

### Vendor Parking

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

### Other Information

- Our 2019 Frontier Day will feature live music, craft & food vendors, western style reenactors, artisans, and presentations highlighting events and activities of the Old West.
- Entertainment reflecting the culture and heritage of our area will be provided by local and regional performers.
- Pets are ***not*** allowed within the event area.

### Signed Release & Indemnification Agreement Form

**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 the above stated rules, guidelines & expectations of the Frontier Day event 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.**

For additional info, contact us at: [info@saloonstudioslive.com](mailto:info@saloonstudioslive.com) or (336) 877-2374.

Thank you for your interest in our Frontier Day event!

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