



21st Annual Apple Harvest Festival Application
Saturday, October 17, 2009 – Main Street, Waynesville, NC

Application DEADLINE is September 4, 2009

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____

Email: _____

PLEASE provide if available. This information is used strictly for communication with you. This helps us keep costs down by limiting the amount of postage when communicating with our vendors.

Rates: *(Please indicate your booth requirements)*

- 10' x 12' Craft Booth \$150
- 12' x 20' Craft Booth \$275
- 10' x 12' Food Booth \$225
- 12' x 20' Food Booth \$300
- Electricity (limited availability) \$35
(15 Amp maximum) Bring your own 100' (or more) heavy duty extension cord.
- Late Registration Fee (after September 4) \$50**

Total Enclosed _____ *(Add \$50 late fee after September 4)*
Checks payable to Haywood County Apple Harvest Festival

Please provide a brief description of your products. Attach photos. Photos will not be returned.

I have read and understand the rules as given on page 2 of this application.

Signature

Date

Mission Statement

Host a premier event that focuses on handmade arts and crafts, mountain heritage and local culture.

General Policies:

- You will be notified by email when your application has been processed. If you do not provide an email address, new status notifications will be mailed monthly beginning July 1st.
- Please provide a clear and accurate description of your products on the space provided.
- Items offered for sale must be hand-made by the vendor. Items purchased for resale or items not “arts & crafts” related are not acceptable.
- Submission of an application does not guarantee a booth. Show directors reserve the right to decline applications based on the proposed items.
- Only approved art, craft and food may be displayed and sold. Show directors reserve the right to refuse admittance to anyone whose work is deemed offensive or of questionable taste.
- Show directors reserve the right to remove persons violating guidelines.
- **Cancellation/Refund Policy:** There is no rain date and no refund in case of inclement weather. Refunds requested before July 1st - Fees will be refunded less \$25 processing charge, July 1st – September 18th - 50% refund, September 18th – October 11th - \$25 refund, and **NO Refunds after October 11th** .
- Each exhibitor must provide his/her own display. Canopies are not required but are recommended.
- **Electricity Policy:** Electric sites are very limited. Food vendors and previous participants have priority when we assign electric spaces. You must not exceed 15 amps total and provide your own 100’ or longer extension cord. No CD players.
- Each exhibitor is responsible to collect and report 6.75% sales tax. Remit to:
Sales & Use Tax Division, NC Department of Revenue
PO Box 25000
Raleigh, NC 27640
- Submission of this form is a contract to show and an agreement to abide by the rules set forth. Set-up procedures, including space assignments, will be emailed after October 1st. Vendors without access to email will receive information in the mail.
- The Festival begins at 10:00 am and ends at 5:00 pm.
- Set-up begins at 7:00 am and must be completed no later than 9:30 am.
- All vehicles must be off the street by 8:30 am. After 8:30 am you may continue to unload on a designated side street.
- Please refrain from packing your booth until after 5:00 pm.
- **Clean up Policy:** Remove all trash and cardboard. Cardboard boxes must be broken down for easy disposal. Exhibitors who fail to remove all trash and break down and remove cardboard will be fined \$100 and will lose the right to participate in the 2010 Apple Harvest Festival.
- **No pets are allowed at the festival.** Law enforcement will enforce this ordinance.
- Please be aware that the nature of street festivals can pose hazards along walkways and around booths. Please pay attention to your surroundings and take appropriate measures to make your space and its surroundings as safe as possible.

Food Vendors:

- Haywood County Apple Growers have exclusive rights to sell fresh apples.
- Food vendors are encouraged to offer apple products and other products related to the fall harvest!
- **Sorry, no microwave ovens.**
- Providing your own source of power is suggested due to the limited outlets available.
- Food vendors must show proof of insurance. (See “Food Vendor Insurance Rules”)

- Food vendors must remove used oil. You are responsible for your own trash removal. Cardboard boxes must be broken down for easy disposal and food waste must be placed in the necessary containers. Trash must be removed from space by 7:00 pm following the event.
- **Temporary Food Service License:** Food vendors must contact the Health Department to obtain a Temporary Food Service License for the festival.

Food Vendor Insurance Rules:

- All food vendors must provide a current Certificate of Liability Insurance at time of application. Applications will be refused if proof of liability insurance is not provided. The following is required:
- Commercial General Liability Coverage – Must be on an occurrence form containing limits of at least \$1,000,000 per occurrence/\$1,000,000 general aggregate/\$1,000,000 products-completed operations protecting claims arising from the exposures of:
 - 1) Premises or Ongoing Operations
 - 2) Products-Completed Operations: This coverage must be maintained through the statute of limitations in the state where the work is being performed. Policies and/or endorsements cannot include any provisions that terminate products-completed operations coverage at the end of the policy period or limit this coverage in any other way with respect to the additional insured.
 - 3) Independent contractors
 - 4) Contractual Liability coverage
- and containing the following provisions:
 - 1) This coverage must be primary and non-contributory; contractor’s insurance shall be considered excess for the purpose of responding to claims.
 - 2) The certificate holder (Haywood County Chamber of Commerce) must be listed as Additional Insured in respects to the general liability policy

Mail checks and application materials to: Apple Harvest Festival, PO Box 600, Waynesville, NC 28786
 For additional information, please visit the website www.haywood-nc.com or call the
 Greater Haywood County Chamber of Commerce, (828) 456-3021.