

2019 HILLTOP FALL FESTIVAL VENDOR ACCEPTANCE AND GUIDELINES



Welcome to the Hilltop Fall Festival Vendor Information Page and THANK YOU for your interest in becoming a participant this year. Hilltop occurs annually on the first Saturday of October, located on Main Street in historic downtown Rutherfordton.

Saturday, October 5, 2019, from

11:00AM - 6:00PM

The Hilltop festival committee organizers are committed to minting an original, gold standard of small town living through upholding the mission and vision of the town's non-profit organization "**Rutherford Town Rising**" (RTR). Funds raised at our annual events go towards preserving the unique character of the town while developing and enriching assets which promote economic vitality, sense of community and quality of life. To learn more about this accredited NC Main Street America association, please visit our RTR webpage at Myrutherfordton.com/rutherford-town-rising.

The Hilltop Fall Festival vendor acceptance and rules have been ALTERED for the 2019 season. Please read the following BEFORE signing up to participate this year and note that by participating you agree and accept the NEW terms and guidelines.

BOOTH ACCEPTANCE GUIDELINES:

- Vendor acceptance for the 2019 Hilltop Fall Festival is contingent upon RTR's mission to refine the festival experience, allowing for more hand-made vendors, interactive vendor booths, and placing limits on the different categories. The festival will no longer follow the first come, first served guidelines as years past.
- Vendor categories include the following- arts and crafts, food and sweets, and a limited number of community partners, groups, nonprofit organizations, and non-handmade vendors.
- Completing an application to be a vendor does NOT guarantee automatic acceptance, regardless of when your vendor application was submitted.
- Booth acceptance is based upon, but not limited to the following: our desire to offer an assortment of vendor booths, completion of ALL required documentation and previous history with the festival.
 - The Town of Rutherfordton and RTR reserves the right to deny an applicant for any reason.
- Applications are to be submitted prior to the deadline date of ***Friday, September 20, 2019***. Applications will NOT be accepted if postmarked and received after the deadline date.
- Vendor applications are to be filled out completely in association with the appropriate vendor category.
 - Forms can be submitted through our online registration system or downloaded and mailed to the address shown on the form.
 - You will receive communication from the festival committee within 2-weeks of submitting your form.
- When your vendor application is accepted, a confirmation email will be sent to you and an invoice will be generated.
 - Payment MUST be made online or via check mailed to RTR to be recognized as a participating vendor. NO vendors will be secured or confirmed on the vendor map until payment is received.
- While vendors may cancel at any time, once accepted, there are no refunds for application fees.

VENDOR CATEGORIES:

1. ARTS AND CRAFTS VENDORS:

- a. All craft items, works of art and goods created for sale **MUST** be of original concept, design and handcrafted/altered by participants.
- b. Works may incorporate some commercially produced parts, HOWEVER the design, concept and execution must be primarily the product of the participating artist's/crafter's skill.
- c. Vendors are encouraged to showcase the cultural heritage of regional art and fine craft making.
- d. Demonstrations of crafts are encouraged.
- e. Vendors selling mass-marketed, buy/sell or commercial, copies, kits, molded, flea market or prefabricated work will NOT be accepted.
- f. Any items that are deemed inappropriate will NOT be accepted including knives, weapons, drug paraphernalia, etc.
- g. Work exhibited **MUST** be consistent with what is listed on the vendor application form.

2. FOOD VENDORS:

- a. Vendor trucks selling food items, sweets and refreshments will be accepted until spaces are full.
- b. A limit is placed on duplicate items sold by multiple vendors. Duplicate vendors will be separated as much as possible, but no one will be relocated if this does not occur.
- c. Priority will **FIRST** be given to food and sweet vendors who reside or hold a business **WITHIN** Rutherford County.
- d. Food Vendors must send an itemized list of ALL food items along with application. Food items NOT listed on application will be prohibited.
- e. Food vendors **MUST** post prices of food and drink items.
- f. Food vendors are **REQUIRED** to take their grease with them when they leave the festival grounds.
- g. All food vendors **MUST** contact/submit paperwork required for the Rutherford-Polk-McDowell District Health Department to get your TFE permit at least **THREE-WEEKS** prior to festival date.
 - i. All food vendor names will be submitted to the Health Department 2-weeks in advance of the festival. If food vendor does not have a TFE permit, said vendor may not be able to sell food products at festival.
 - ii. Contact the Rutherford County District Health Department at: Kathryn Sheets-Walker, Environmental Health Specialist - (828) 287-6108. Online at <http://www.rpmhd.org>

*** Food vendors are given the opportunity to set up on Friday night, beginning at 5:30 pm, AND can sell food items, free of vendor charge, during the Soap Box Derby. Then, in addition, your food truck may remain in same location overnight for service during the festival on Saturday. ***

3. COMMUNITY PARTNERS & NONPROFIT ORGANIZATIONS:

- a. Community partners and non-profit organizations based solely **WITHIN Rutherford County** will be accepted on a limited basis.
 - i. If you are a partner of the Town of Rutherfordton or a nonprofit organization located **OUTSIDE** of the county, and wish to submit an application, it will be reviewed for consideration.
- b. Nonprofit organizations **MUST** carry a 501(c) exemption to qualify as a nonprofit vendor and receive the discounted rate to participate.
- c. **Candidates** for political office or **representatives** of political offices, causes or parties, **who represent Rutherford County**, will be accepted on a limited basis.
 - i. ALL vendors related to the political office or representative category will be placed on the vendor map in the section north of the County Courthouse.

4. NON-HANDMADE VENDORS:

- a. A **limited number** of Non-Handmade vendors will be accepted at the festival. Non-handmade vendors are considered commercially/manufactured produced items for retail sales.
- b. Priority will FIRST be given to vendors who reside or hold a business **WITHIN** Rutherford County.
 - If you are located OUTSIDE of Rutherford County and wish to submit an application, it will be reviewed for consideration.
- o Non-handmade vendors are **strongly encouraged** to sell items that clearly showcase or positively contribute to the culture of Rutherfordton, Rutherford County, theme of the Hilltop Fall Festival and the quality of life for residents and visitors.

5. MAIN STREET MERCHANTS, TOWN OF RUTHERFORDTON

- a. Participation from businesses located within the **Rutherfordton Central Business District** are accepted free of charge for a 10x10 space in front of your establishment.
- b. Merchants are required to fill out an application and elect to have either a sign placed outside of their entrance OR will set up a 10x10 booth space for promoting/selling your business items.
- c. Merchants are able to reserve multiple 10x10 spaces, however an **additional discounted charge of \$30** will be required for any and all spaces requested above the 1-space provided for free.
- d. Questions concerning merchant spaces are to be directed to the Community Development Director at srzonca@rutherfordton.net.

NEW THIS YEAR - VENDOR BOOTH SET UP:

- Vendor booth set up will occur in shifts for the 2019 Hilltop Fall Festival.
 - o Food Vendors and Activity/Entertainment Participants will be brought onto the street FIRST **starting at 7:00 am**. You will have 1.5-hours to get in place, unload and hook up. All vehicles, not used for serving or activity, MUST be removed off the street and parked by 8:15 am.
- Set up will BREAK for the Purple Martin 7K race & the Tour de Pumpkin bike race between 8:15 - 9:15 am. **Set up will continue at 9:30**, once the bike athletes have cleared the street.
- ALL remaining vendors will be allowed to enter the street **starting at 9:30 am**. You will have 1.5-hours to get in place, unload and set up/hook up. All vehicles MUST be removed off of the street and parked by 10:45 am.
- Merchants setting up a booth or a sign for the festival day, may begin doing so at anytime on Saturday morning. HOWEVER, no vehicles are allowed on the street between 8:15 - 9:15 am.
- Festival will commence promptly at 11 AM. Vendors may begin breakdown at 6:00 pm and will be allowed to bring vehicles onto the street to load up **starting at 6:15 pm**.

VENDOR BOOTH PLACEMENT:

- ALL booth placements are at the discretion of the festival organizers. Booth spaces are placed to provide an appropriate mix of our stated vendor categories.
- While you may request a specific location, it **CANNOT** be guaranteed and booth space numbers are non-transferable from year to year.
- Booth location, entry and set up instructions will be communicated through the online system a **minimum of one-week** prior to the festival day.

ADDITIONAL RULES AND REGULATIONS FOR VENDORS:

- The festival is held RAIN or SHINE!

- Electric and water hookup is available on a LIMITED basis and MUST be indicated and paid for in advance. Food vendors will have access to water but MUST supply their own potable water hose.
- Vendors are responsible for supplying their own tables, chairs, tent signage, garbage bags, etc.
- Vendors should have the booth / table draped and skirted to the ground.
- Signage for your booth identifying your organization, agency or group is REQUIRED.
- A tent (e.g. easy pop-up tent found at Sam's Club, Lowes, etc.) is required. All tents must be weighted to insure safety incase of wind. (Weights or gallon jugs of water tied to each pole work well)
- Solicitation, sales, questionnaires and promotional materials MUST be done within the vendor booth. None of these activities are allowed in the public areas of the festival.
- All spaces must be cleaned and garbage cleared after the festival.
- The sales of projectile shooting toys, cracker balls, poppers, fireworks, etc. are prohibited. All decisions regarding this category of items by the Town of Rutherfordton's Police Department are final.
- Applicants must be at least 18 years of age.
- The fire department will conduct a safety check at each booth. Any free standing objects (such as helium or propane tank) must be properly secured for the safety of our festival participants.

For questions regarding the Hilltop Fall Festival please contact:

Heather Meech, McConnell Group PR

Contractor of Events for Town of Rutherfordton & RTR

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