

## Vendor Guidelines for the Swansboro Arts by the Sea Festival

**PLEASE TAKE THE TIME TO READ THROUGH ALL OF THE GUIDELINES BELOW.**

### DEFINITION OF VENDOR TYPES

- **Arts & Crafts vendor:** Any vendor who **creates, makes, or produces their own items** for sale and is not a brick and mortar business.
- **Home business vendor:** Any vendor selling items for home business such as Tupperware, Scentsy, Mary Kay, Origami Owl, and Lularoe and is not a brick and mortar business. Vendors selling items for tasting or ingesting by humans or animals must follow all state requirements.
- **Commercial vendor:** Includes but is not limited to the following: financial services, telecommunications, health and fitness, instruction, subscriptions, real estate, residential/commercial services, retail and chain stores, wineries, mass-produced items, wine vendors.
- **Limited Food vendor:** A vendor selling only TWO or less SNACK-type food items.
- **Food vendor:** Any vendor selling foods and beverages.
- **Non-profit vendor:** Organizations with an IRS 501c3 exempt status and are required to submit a copy of the IRS determination letter. Non-profit vendors cannot sell food. If selling food, they must submit a food vendor application.

### BOOTH FEES

VENDOR TYPE	SINGLE BOOTH RATE	DOUBLE BOOTH RATE
Arts and Crafts Vendor	\$160 (10x10 booth)	\$320 (20x10 booth)
Home Business Vendor	\$160 (10x10 booth)	\$320 (20x10 booth)
Commercial Vendor	Not allowed	Not allowed
Non-profit Vendor 501c3	Not allowed	Not allowed
Limited Food Vendor	\$175 (10x10 booth); \$18 for each additional foot	\$350 (20x10 booth) ; \$18 for each additional foot
Food Vendor	\$250 (10x10 booth); \$25 for each additional foot	\$500 (20x10 booth); \$25 for each additional foot

### APPLICATION & BOOTH REQUESTS

- The Arts by the Sea Festival is a very popular festival. While we will do our best to place you in a requested booth space, please remember that the central area of the festival has likely been booked since the previous festival.
- New vendors are placed in the best available space at the time of the application. The earlier you apply, the more likely you will get your desired booth location.
- All festival areas have something to draw visitors: entertainment, food courts, etc.
- Spaces are 10 feet across and 10 feet deep.
- **To guarantee a particular space for this festival**, returning vendors must apply and pay before the end of the current festival.
- All new applicants are required to send photographs of their goods and booth at a similar event. Photographs can simply be printed on computer paper. Note – we are unable to search the internet for photos, please send them.
- **Applications must be submitted with photographs, all other required documentation, AND payment in order to be considered.** Photographs will not be returned.
- For the benefit of our participants and attendees, we will make every effort to limit excessive duplication of items offered for sale; however, we do not guarantee exclusivity.
- The Parks and Recreation Department of the Town of Swansboro reserves the discretion to not allow items to be sold which are different than what was listed on the original application.
- The Parks and Recreation Department of the Town of Swansboro considers the freshness of the product to the area and times, the quality of the work, as well as the creativity and originality of the work when reviewing applications.
- Prepackaged foods that include, but are not limited to, bottled sauces, nuts, jerky, canned jams, jellies, condiments, candies, and/or prepared baked goods **must be prepared in a licensed kitchen**. Applicants will need to provide a copy of their **kitchen certification with their application**. For more information go to <https://www.ncagr.gov/fooddrug/food/homebiz.htm>
- **Pet snacks and foods are regulated under the NC Department of Agriculture.** Kitchen certification and state

certification must be sent along with your application. For more information, go to <https://www.ncagr.gov/fooddrug/feed/index.htm> or contact them at 919-733-7366 or [ncfeed.registration@ncagr.gov](mailto:ncfeed.registration@ncagr.gov)

- Items mass-produced, imported, machine-made, commercial items embellished by the applicant for resale, CDs, food stuff, t-shirts are generally not accepted for this event. The Parks and Recreation Department of the Town of Swansboro has final say if items submitted qualify for Arts & Crafts category.
- Forbidden items for sale: Animals, firearms, wooden rubber band guns, air guns, pellet guns, crossbows, brass knuckles, tazers, throwing stars, stolen merchandise, designer knock-offs, swap meet items, items with lewd or vulgar content, drugs or drug paraphernalia, ammunition, etc.
- The Parks and Recreation Department of the Town of Swansboro reserves the right to refuse booth space to inappropriate or controversial organizations or vendors, and to remove any participant any time before or during the event in cases where: the participant is guilty of improper conduct, merchandise or display items are improper for family viewing, a participant hinders or encumbers another display or another participant's ability to properly exhibit.
- Participants are strictly prohibited from allowing any other vendors to sell or promote goods/services from their assigned space.
- No items featuring the festival logo are permitted.
- **The Parks and Recreation Department of the Town of Swansboro has final approval of ALL items to be sold.**
- Emailed applications are permitted if paying with credit card. All applications must include all documentation, photos, signatures, and payment. Vendors requesting to call in with a credit card will not have space reserved until payment is successfully processed. **Incomplete applications are not processed.**
- Application must have signature agreeing to the liability/hold harmless statement and agreement.
- Your check will be deposited **upon processing and approval** of your application.
- **Vendors will be charged a \$30.00 processing fee for checks returned for insufficient funds.**

## GENERAL VENDOR RULES & REQUIREMENTS

- Each participant is responsible for their own insurance, licenses, and permits.
- Sales tax collection and payment to the State of North Carolina is the responsibility of the participant. Note: state inspectors occasionally come through to check for this documentation.
- All vendors are required to have a North Carolina Sales Tax ID number. If you do not already have one, you can obtain one by completing the NC-BR form at <http://www.dorn.com> or by calling the NC Department of Revenue at 877-252-3052.
- Non-food vendors are **recommended (not required)** to provide evidence of a COI (Certificate of Insurance) covering the dates of the event with a minimum coverage of \$500,000 and naming the Town of Swansboro as an Additional Insured.
- **Any vendor sampling or selling food or alcohol including pet treats is REQUIRED** to have a COI covering \$1,000,000 liability and naming the Town of Swansboro, 601 W. Corbett Ave, Swansboro, NC 28584, as an Additional Insured.
- See above for specific NC State requirements for home-based food items and pet items.
- **All vendors should have prices clearly marked.**
- You are responsible for removal of all your trash/garbage/boxes etc. upon exit. **DO NOT LEAVE ITEMS AT YOUR SPACE**
- Music in booths should be held to a minimal level and will be monitored by committee in the event of complaints.
- Tents must comply with all NC Fire Code and are subject to inspection by the area Fire Chief or Fire Marshal.
- You have been accepted to sell the items on your application. Any items not consistent with the show guidelines may need to be removed.
- ALL Tent Vendors should have a No Smoking Sign clearly displayed.
- ALL Tent Vendors should have a kitchen-type fire extinguisher available.

## CANCELLATIONS

- The Town of Swansboro reserves the right to remove any participant at any time during the event due to violation of festival guidelines and rules. No refunds will be provided in this situation.
- There will be NO refunds in the event of inclement weather, catastrophic event, war, government action, strikes, or other matters beyond the control of the Town of Swansboro.
- **Vendors who have to cancel due to extreme circumstances should submit a request in writing to [astanley@ci.swansboro.nc.us](mailto:astanley@ci.swansboro.nc.us). Requests will be considered on a case-by-case basis.**

## FOOD VENDOR DETAILS

- Food vendor spaces are 10x10 feet. When reserving your space, be sure to include the length of any trailer tongues. If your trailer extends beyond the 10x10 width, you must pay for an additional booth space.
- **ALL food vendors are required to complete a health department application** which needs to be received by the health department **no later than one month prior to the festival**.
- Vendors cooking foods are required to complete the Temporary Food Establishment Application found at <https://www.onslowcountync.gov/690/Food-Service-Establishment>
- Certain food vendors of items like cotton candy, coffee, lemonade, etc., need only complete the Exempt/Non-profit Temporary Food Application, also found at <https://www.onslowcountync.gov/690/Food-Service-Establishment>
- Any food vendor failing to complete the application satisfactorily by Health Department deadlines will be cancelled without refund.
- Please direct all Health Department questions to them at [910-938-5851](tel:910-938-5851).
- The Onslow County Health Department will inspect on Saturday morning. Any food vendor who is shut down for non-compliance by the Health Department will not receive a refund.
- **Any vendor sampling or selling food or alcohol including pet treats is REQUIRED** to have a COI covering \$1,000,000 liability and naming the Town of Swansboro, 601 W. Corbett Ave, Swansboro, NC 28584, as an Additional Insured.
- You must bring your own ice. Limited ice may be available to be purchased and hand-trucked from Casper's Marina located at 301 S. Water St. in Swansboro.
- You are responsible for cleaning up any grease or residue left behind. You may be fined if we have to pay to have an area of street cleaned.
- Several gray water barrels will be placed in the Food areas. Please use them for Gray Water only. Do not dump oils, grease, batter, or like materials in the gray water barrels, or in the portable toilets.
- Food vendors should bring everything they need to operate their booth, as well as **food grade hoses**, handwashing sinks, hand soap, extension cords, fans, etc.
- **Electricity is NOT provided.**
- Any food vendor who is cooking on site is required to have a portable fire extinguisher accessible at all times. Extinguishers for Food vendors should meet all NC Fire Code and are subject to inspection by the area Fire Chief or Fire Marshal.

## ELECTRICITY

- **Electricity is NOT provided.**
- Do not direct wire into electrical panels; this is illegal and when found, it will be disconnected. You may also be subject to fines and/or arrest.
- **Please do not use water or electricity from residents or businesses.**
- Whisper-soft generators can be used. Generators that make loud noise may be shut down by discretion of the Town of Swansboro without refund.

## SAFETY

- First and foremost: Safety is everyone's responsibility. If you see anything that could or might be a safety hazard, notify the Festival staff immediately.
- Littering – vendors are responsible for removing their own garbage including boxes and packaging. Do not place garbage in residents' receptacles.
- Dumping – do not dump vegetable oil or grease onto the ground. This is illegal and you may be subject to fines and/or arrest.
- Hand sanitation – hand-washing stations are provided next to the portable toilets.
- Pets – Do not bring your pets.
- Vehicles – Absolutely NO vehicles including GOLF CARTS will be allowed to be driven on, off, or through the festival area during festival hours.
- Follow all current health guidelines.

## CHECK-IN AND SETUP

- Vendor check-in will begin on Saturday at 5:30am
- Any vendor arriving after 8:00 AM will be required to handtruck their items to their space.
- Check In WITH YOUR VEHICLE/EQUIPMENT/TRAILER at First Citizens Bank on 302 Main Street, Swansboro
- **PLEASE ONLY ENTER to Main Street from Highway 24.**
- This is to be the **ONLY** entry into the vendor area by vendors.
- Your booth space will be verified at check in. ALL VENDORS MUST FOLLOW CHECK IN PROCEDURE.
- DO NOT GO TO YOUR BOOTH SPACE EVEN IF YOU ALREADY KNOW YOUR SPACE NUMBER \*\*\* (due to

unforeseen reasons, we may have had to adjust your booth space)

- **Only (1) vehicle per vendor space will be permitted at VENDOR CHECK-IN and within FESTIVAL AREA at a time.**
- If you have **more than one vehicle to unload**, you must unload quickly and leave the festival area then you may use the pass for the other vehicles to enter one at a time. You must follow traffic pattern of entering festival area at First Citizens Bank to re-enter for all vehicles. All other vehicles must be parked outside of festival area while waiting to unload. **Remove vehicle from Festival Area prior to setting up. All Vendor vehicles should be off the street by 8:00AM.**
- Your selling space may not encroach on vendors in adjacent spaces. There is NO space between spaces, so measure carefully and thoroughly.
- No signs or exhibits outside of your booth area.
- Vendors provide their own tables, chairs, display unit, tent canopy, etc.
- In order to maintain the orderly movement of the crowd, merchandise may not project into walkways or neighboring display spaces. All sales, conducting of demonstrations, distribution of written materials, and any other commercial, promotional and charitable solicitation activities must be conducted **within the participant's assigned space**. Vendor booths will be checked throughout the event for quality control. Any vendor in violation will be asked to leave the festival without refund.
- As a vendor in our event, it is the expectation of the committee that every person working in your booth will do their best to serve every guest with honor, dignity, and respect. In addition, we expect vendors to treat other vendors as well as volunteers and members of the Town of Swansboro in the same manner. Our goal as a committee is that you will join us to protect and build the long-term viability of the event. Failure to comply with our hospitality expectations can result in vendors being asked to leave and not to participate in future years.

## PARKING

- There is NO designated Vendor parking area. Parking is available on side streets wherever there is not a NO Parking sign. **Parking is also available at Ward Farm off Highway 24 behind the Hampton Inn and at the Park Office parking area at 830 Main Street Extension. There will be VENDOR shuttle service available beginning at 6:00 AM. See map for parking locations.**
- The shuttle will drop off and pick up at the Swansboro Town Hall on the corner of Sabiston and Church Streets. Shuttle will run until after the evening entertainment ends.

## EVENT INFORMATION

- Festival vendor hours 9am-5pm
- No vehicle is allowed within festival area for breakdown until 5PM when streets reopen. **Booths must remain open until 5PM on Saturday.**
- Swansboro Festival is not responsible for your booth or contents within. Security is provided within the day, but items are left at your own risk.
- In the event of inclement weather - check our phone 910-326-2600, website [www.swansborofestivals.com](http://www.swansborofestivals.com) for update. The festival will only be cancelled in the case of a state of emergency as determined by the Town of Swansboro. No refunds or credits will be given.
- This is a family oriented festival for spectators of all ages and exhibited work must be in keeping with this atmosphere. The committee reserves the right to remove work that violates any of the festival rules.
- Restrooms are available near the Visitor's Center.
- If you need assistance please locate a Festival volunteer wearing an official shirt or come to Information Booth located at the the Festival Command Center at the Heritage Center, 502 West Church Street.

## REGISTRATION FOR NEXT YEAR

- Throughout the morning, vendor chair will be visiting booths to determine booths that will be invited to return next year.
- Saturday morning, the vendor chair will provide information regarding next year's registration by visiting your booth. Vendor chair will return to each booth **ONLY ONCE** on **Saturday morning** in order to collect next year's application and fee. If you should miss vendor chair returning to your booth, you will need to bring registration/payment before 3:00 pm to the Festival Command Center at the Heritage Center, 502 West Church Street. Unsold returning vendor spaces are available for sale from 3-5:30pm at the VIP Tent in the parking lot next to the Stage area. After 5:30PM, the new vendor application process and price will need to be used.

## CHECK OUT PROCEDURE

- At 5PM, please begin packing up your booth. Please do not pack up prior to 5PM. Doing so sends a message that the festival has ended and the customers leave. Vendors who pack up prior to 5PM will not be allowed to return next year.

- When your booth is completely packed up, your tent is down, and everything is packed and ready to be loaded, a festival volunteer will give you a pass to bring in your vehicle.
- Once you have a vehicle pass, you will enter through the **SAME TRAFFIC PATTERN** used when you checked in to the festival.
- When your vehicle arrives at your site, please quickly load your items, ensure you have left behind no merchandise or garbage, then pull out your car in the established traffic pattern.
- You will be able to pull in ONE vehicle. **If you have more than one vehicle**, one will have to leave the area before another vehicle is allowed to enter.

## **HOLD HARMLESS STATEMENT AND AGREEMENT**

*Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.*

*Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.*

*The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the Festival.*

## **VISITOR INFORMATION**

Please visit the following sites for information on accommodations, dining, etc.:

Swansboro Tourism Development Authority: <https://visitswansboro.org/>

Swansboro Area Chamber of Commerce: <https://swansborochamber.org/>

*We thank you for your participation at the Swansboro Festival and we look forward to being able to accept your application year after year by your support of our guidelines. Questions or Information prior to festival ....910-326-2600 or email Email: [dpylypiw@ci.swansboro.nc.us](mailto:dpylypiw@ci.swansboro.nc.us) or [astanley@ci.swansboro.nc.us](mailto:astanley@ci.swansboro.nc.us)*