

City of Shelby
Parks & Recreation Dept.
850 W. Sumter St.
Shelby, NC 28150
(704) 484-6811

City of Shelby Parks & Recreation



• **A Shelby Tradition Since 1998** •
2019 FOOTHILLS MERRY GO ROUND FESTIVAL

It is finally here! We are very excited to welcome you as part of the 22nd Annual Foothills Merry Go Round Festival on April 27-28, 2019. **We believe that this one is going to be the best one yet. The festival hours will be from 11:00AM until 9:00PM on Saturday and 1:00PM until 7:00PM on Sunday.**

The Product/Craft Vendor area will be located in the front of the park parallel to the Aquatic Center. The Vendor area has been divided into spaces that are 12' by 12' or an individual parking space. Vendors are provided a space only. You are responsible for your own table, canopy, drop cord, etc. You will be allowed to set-up the day of the festival, but you will need to be set-up by 9:00 that morning. You may also set up on Friday, April 26. The Shelby City Park will not be responsible for lost, stolen or damaged items. There will be no onsite security through the night.

Product/Craft Vendors will be given 2 passes to be used for entry into the festival upon check in. Armbands for any additional workers or volunteers must be purchased in advance for \$8 a day. An armband must be purchased in order to ride the rides or play amusement games, vendor passes will not be valid for the carnival portion of the festival.

Should you have any questions please call Shelby Parks and Recreation at (704) 484-6811.

Sincerely,



Jackie Sibley-Newton
Representative
Foothills Merry Go Round Festival

2019 Foothills Merry-Go-Round Festival

Policies and Procedures for Vendors and Exhibitors

The City of Shelby is the Host Sponsor of Shelby’s Merry-Go-Round Festival, which is centered at Shelby City Park and is produced and directed by the Festival Steering Committee with assistance of the Shelby Parks and Recreation Department. **All vendors must be approved by the Festival Committee and must agree to abide by the guidelines herein specified.**

1. Vendors:

Four categories of vendors are recognized. Each vendor must meet the criteria for one category defined below:

- **Commercial Food Vendor** – has an established business/location; routinely sells food items to the general public; and/or has a full-service permit issued by the Health Department.
- **Private Food Vendor** – an individual who does not have an established food business/location; does not routinely sell food items to the public and is selling food items on a temporary basis for this event. Must comply with Health Department Regulations.
- **Product/Craft Vendors** – commercial, private, or non-profit individuals or groups selling products, arts, crafts, or services; may have demonstrations, displays, or activities related to specific products, but the emphasis is on the sale of products or wares.
- **Not-for-Profit Exhibitors** – not-for-Profit community service agencies, which will promote there services and give information; may have demonstrations, displays, screenings, or activities that relate to the services promoted. May not sell products or services.

2. Application:

A vendor application must be completed, including a full list of items, products, services to be sold, distributed free, or sampled; or demonstrations or activities to be performed at the vendor booth. The Festival Committee prior to the start of the festival must approve these. **To diversify exhibits, the Festival Committee reserves the right to exclude vendors with duplicate products or services.** The sale of alcohol or alcoholic beverages is strictly prohibited.

3. Fees:

Commercial/Private Food Vendors.....	\$ 300.00
Product/Craft Vendors.....	\$50.00
Limited Space for Product/Craft Vendors with 100W Power.....	\$60.00
Not-for-Profit Exhibitors.....	\$ 25.00

A fee must be submitted with the Vendor application and received by **April 15, 2019**. (Food vendors must have application on file and Health Department paperwork submitted by April 1) This fee entitles the Commercial/Private Food Vendor to a 24x18 space, Product/Craft Vendor and Not-for-Profit exhibitors to a 12x12 space for products and services. More than one space can be acquired for an additional fee as listed above. These spaces are offered on a first come, first serve basis.

Product/Craft Vendors will be given 2 badges to be used for entry into the festival. Additional people must purchase an armband for both days in advance for \$10. An armband must be purchased in order to ride the rides or play amusement games, vendor badges will not be valid for the carnival portion of the festival.

4. Permits/Certificates/Taxes:

Vendors are solely responsible for collecting and paying appropriate taxes. All food vendors (commercial and private) **MUST** obtain a “Temporary Food Service Permit” (issued by the Cleveland

County Health Department) and any other permit as required for operating in such capacity. Permits must be displayed at the booths of vendors during festival hours.

5. Location:

The Festival Committee will determine the location of all booths and display tables. Only one vendor may operate in each space. Space may not be reassigned or sublet.

6. Vendor Signs:

Each vendor must supply its own sign. Only one sign or banner is allowed on the outside of each tent, table, or area unless approved the Festival Committee. The sign should be neat, professional looking and should only contain the name of the vendor. The Festival Committee reserves the right to remove any sign or banner that is not acceptable.

7. Other General Guidelines for Vendors:

- A. Vendors must provide table covers, skirts or appropriate draping for tables. No bare tables are allowed.
- B. Vendors must keep boxes and cartons out of sight.
- C. Vendors must provide their own shelves, display racks, etc.
- D. Vendors must make their own arrangements for the transport of their products, equipment, etc. to and from their exhibit space. FMGRF personnel are not available to assist, and the festival cannot provide storage space for products, equipment, literature etc. for vendors.
- E. Vendors must take full responsibility for set-up and takedown of all items related to their exhibit. The Festival Committee will establish set-up and takedown times.
- F. Vendors must have personnel present in their booths at all times during the festival operating hours.
- G. Vendors may not open or close earlier or later than the official operating hours without the express approval of the Festival Committee.
- H. Vendors must keep all displays, merchandise, etc. within the confines of their designated space.
- I. Vendors must maintain a neat and clean area in and around their space.
- J. Vendors are responsible for cleaning up their space and any debris generated by their exhibit.
- K. Vendors may not peddle, sell, or advertise outside their assigned area.
- L. Vendors may not distribute literature or other items to passers-by while standing outside their assigned area.
- M. Vendors may not have music or conduct activities that may be disruptive to neighboring vendors, or passers-by. The Festival Committee reserves the right to make such determinations.
- N. Vendors must return the space to its pre-festival condition. If repairs or cleaning costs are incurred and the Festival Committee determines the vendor responsible, the vendor will be billed for the cost.
- O. Vendors must comply with festival parking regulations.
- P. No vehicles (cars, trucks, trailers) of any type may be parked on or near a vendor's location during festival hours.
- Q. Vendors are to follow the loading and unloading procedures as directed by the Festival Committee.
- R. Vendors must operate in a professional manner. The Festival Committee reserves the right to expel any vendor or their personnel who fail to do so.
- S. Pricing of items must be clearly displayed and must remain as posted during the entire festival unless an agreement has been made with other vendors with similar items to change pricing. Undercutting prices for any reason is prohibited.
- T. Vendors are solely liable for equipment (installation, operation, teardown) and any other personal property at the festival. The vendor represents that he or she has insurance coverage for items to cover loss due to vandalism, theft, or any other casualty. Security will be provided by the Festival Committee at specified designated times; however any losses due to fire, theft, or any other casualty is the sole responsibility of the vendor. It is specifically agreed that the Festival Committee, the City of Shelby and the City of Shelby Parks and Recreation Department shall be held harmless for any claim of theft, vandalism, casualty or loss.

- U. Only one vendor of commercial items is allowed at the festival. Companies such as Avon, Thirty-one, Tupperware, Origami Owl, etc. have corporate regulations allowing only one vendor per event. Spaces will be provided to the first vendor application received for these companies. Absolutely no indication that another vendor has a similar item may be advertised using the official company name of another vendor who is certified to sell that product. (For instance, no signs saying “Charms fit Origami Owl,” or any such use of a commercial vendor product name is allowed).
- V. Vendors agree to defend and indemnify the Festival Committee, the City of Shelby, and the Parks and Recreation Department, their agents and employees, against any and all losses, expenses, claims, suits, damages, or causes of action whatsoever arising out of granting of the vendor contract, and against any order of decrees or judgments which may be entered therein, due to any injury to any person and/or property or loss of life sustained in or about the festival site and the buildings, tents, grounds, improvements thereon, or associated with the event during the term of this agreement, caused by the negligence or wrongful, intentional acts of the vendor, its employees or personnel or agents.

I understand and agree to abide by the above policies and procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the contract.

Authorized person's name _____ position _____

Signature _____ Date _____

Accepted by (Festival Committee Representative) _____ Date _____

2019 Shelby's Merry-Go-Round Festival
April 27-28, 2019
11:00 AM until 9:00 PM on Saturday
1:00 PM until 7:00 PM on Sunday
BOOTH REGISTRATION FORM
Product/Craft Vendor & Not-for-Profit Exhibitors

Name _____	Concession Space is 24ft. X 18ft. \$300 Product/Craft Vendor space is 12ft. x 12ft. More space allowed if approved
Address _____	Number of spaces needed: _____ x \$ _____ each = \$ _____
City _____	110 W Power +\$10.00 = \$ _____
State _____ Zip _____	Additional Armbands \$8 each = \$ _____
Phone _____	Total Due \$ _____

Make Checks Payable to "Foothills Merry-Go-Round Festival"

Itemized Vendor Selling List: You must list all items you wish to sell.

Item	Item
#1 _____	#6 _____
#2 _____	#7 _____
#3 _____	#8 _____
#4 _____	#9 _____
#5 _____	#10 _____

Booth type: Trailer _____ Canopy _____ Tent _____ Other _____ **Size** _____

Signature _____

Email Address _____

Please submit payment to: Foothills Merry-Go-Round Festival
City of Shelby
Parks & Recreation Dept.
850 W. Sumter St.
Shelby, NC 28150