



## 2018 Marketplace Vendor Application Guidelines

<b>Application Process</b>	<b>Many Cultures Day July 21, 2018 11 am - 4 pm</b>	<b>International Day July 28, 2018 10 am - 4 pm</b>
<b>Application Deadline</b>	March 15, 2018	March 15, 2018
<b>Notification of Acceptance by Email or U.S. Mail</b>	April 2, 2018	April 2, 2018
<b>Deadline for Submission of fully-executed contract and Vendor fees.</b>	June 1, 2018	June 1, 2018
<b>Participation Packets mailed to selected Vendors</b>	Mid June 2018	Mid June 2018

### Application Process

Applying vendors are required to submit the following by **the time line designated above** for online applications or postmarked by **the time line designated above** if submitting a hard copy application;

- **A completed and successfully submitted online marketplace vendor application OR completed and signed hard copy marketplace vendor application.** Online applicants will receive email confirmation of their successful submission. Hard copy applications will receive a letter via U.S. mail confirming receipt of application. No confirmation = application not successfully submitted and therefore will not be considered. Festival organizers may request clarification: failure to provide requested clarification is grounds for rejection.
- **Three (3) to six (6) color images of the work applicant intends to sell and at least one (1) booth image.** Images submitted with hard copy applications will not be returned to the applicant. Digital images are preferred and are useful in festival promotions.
- **A non-refundable application fee of \$25, paid by credit card, cash or bank check made payable to “FolkMoot USA.”** Please do not send vendor fees until you have received notification your application was accepted into one or both of the Marketplaces.
- Failure to meet application deadline may result in rejection of application.
- Application does not guarantee acceptance.
- Vendors must apply each year. Acceptance in 2016 or 2017 does not guarantee acceptance in future years.

## Selection Process

Folkmoot features juried, handmade creations of artists and craftspeople as well as International handicrafts. In order to ensure quality and integrity of the marketplace, a committee selects vendors based on a set of criteria that includes: quality (including booth and presentation), craftsmanship, uniqueness, authenticity and fit for festival audiences. The committee reviews all applications and selects vendors who best meet these criteria.

We are especially looking for vendors who offer **unique international** food and merchandise and who can showcase decorative booth displays including flags and international themes.

We are also seeking entertainment that reflects the international influence through dance, music, and strolling performers.

- Both events strive to present a well-rounded Marketplace, therefore we limit multiple vendors showcasing similar items.
- **Nonprofits are welcome to participate.** An application fee is required. If providing programming there is no vendor fee. **A non-profit fundraising booth is \$50 or a percentage of monies collected.**
- Folkmoot reserves the right to deny any application without explanation.

## ABOUT

### Many Cultures Carnival Day, Saturday, July 21, 2018

11:00 am - 4:00 pm

A third year event that caters to children and families, the Carnival features activities concentrating on the arts, music, dance and youth performance. Folkmoot anticipates that with good weather, over 3,000 individuals will attend and that 30-40 vendor booths will be available along with a free International Passport Craft Tent, free dance lesson tent, several food trucks and performance stage.

- Child friendly activities by clubs, organizations and nonprofits are welcomed.
- Eligible booth items include, but are not limited to: pottery, jewelry, paintings, quilts, custom furniture, textile art, stained and blown glass, photography, woodwork, sculpture, herbal/personal care, mixed media, international products that reflect ethnicity and cultural representation, and packaged made-in-NC food products.
- Ineligible items include, but are not limited to: crafts made from store-bought kits or molds, commercial reproductions, manufactured items that have been assembled.

### International Festival Day (IFD), Saturday, July 28, 2018

10:00 am - 5:00 pm

With a 30 year history, IFD has a long established audience. The 2017 festival welcomed 25,000+ guests who enjoyed 80 vendors, two stages with continual performances by Appalachian and International Cultural Ambassadors, free International Kid Crafts, community dance lessons and locally crafted beer and eight food trucks.

- Eligible booth items include, but are not limited to: pottery, jewelry, paintings, quilts, custom furniture, textile art, stained and blown glass, photography, woodwork, sculpture, herbal/personal care, mixed media, international products that reflect ethnicity and cultural representation, and packaged Made-in-NC food products.
- Ineligible items include, but are not limited to: crafts made from store-bought kits or molds, commercial reproductions, manufactured items that have been assembled.

## VENDING AT THE FOLKMOOT MARKETPLACES

Vendors selected to participate in the Many Cultures Carnival Day/International Festival Day will receive an acceptance packet or email. This packet will contain a confirmation letter and relevant information. All vendor fees must be submitted back to Folkmoot; please refer to the timeline on page one. Failure to meet this deadline could result in forfeiture of booth space.

- Refer to date and time of Marketplaces above.
- Booths must be staffed for all contracted hours.
- The Marketplaces goes on rain or shine unless extraordinary weather presents a safety issue.
- No one is allowed to sell water except Folkmoot.
- No pets allowed. Please direct your questions to the Town of Waynesville.
- All vendors are expected to be open during the hours listed above unless they are notified by Folkmoot personnel.
- Vendors should bring someone to help manage their booth when crowds increase.
- Vendors will receive a 10'X10' space.
- Folkmoot reserves space upon receipt of payment.
- The basic vendor fee is **\$100 for Many Cultures Carnival Day** and **\$175 for International Day**.
- The basic food vendor fee is **\$150 for Many Cultures Carnival Day** and **\$240 for International Day**.

### Refunds

- No refunds for cancellations after June 1, 2018.
- No refunds for inclement weather.

### Vendor Placement

- Folkmoot will assign booth locations to each vendor. Please understand that vendor placement is subject to change if there are changes to the Marketplace site.
- Vendors are responsible for bringing their own tent to fit a 10'X10' space. Vendors can apply for one(1) or two(2) contiguous spaces. Booth spaces will come in ten foot increments only.
- Vendors may not trade, switch, or set up in another area.
- **Many Cultures Day**- Spaces are on grass. **International Day**- All spaces are on asphalt or sidewalks.
- **Water service is not available.**
- Phone lines are not available.
- Electric is available to food service/trucks only. Food vendors who have paid in full to Folkmoot and been approved by the Haywood County Environmental Services Department should bring extension cords, **minimum of 100 feet in length**, with wire sufficient to carry the size of their load- **Maximum 15 amp circuit per vendor. We highly recommend #12 UL Approved extension cords.**
- Dedicated WiFi service is not available. Vendors needing a reliable internet connection should plan to provide their own hotspot service.
- No space will be held without a completed contract and full payment of the contract fee.
- The following factors impact vendor placement on the Marketplace site: Product type (our goal is to limit the number of vendors who sell similar products and to place vendors who sell similar products in different areas of the Marketplace) and food vendors next to vendors selling fiber art.
- **Any special needs requests must be included on the vendor application.** Folkmoot accommodates special needs on a case-by-case basis: charges may apply.

### **Set up**

- Marketplace vendors can arrive to set up their booths: **Many Cultures Day** - Saturday, July 21, 2018 at 8:00 am. All vehicles must be removed by 10:30 am.
- **International Day** - Saturday, July 28 at 6:30 am. **All vehicles must be removed by 9:00 am.** The town of Waynesville sets up **water barricades at 9:30 am.** Accessing or exiting your vendor space by vehicle is impossible.
- Vehicle unloading space will be near but not necessarily directly in front of an assigned booth in the Marketplace.
- Vendors will be permitted 30 minutes for unloading.
- Vendor vehicles will need to be removed from the designated unloading area before vendor begins booth set up.
- In order to efficiently and equitably accommodate all Marketplace vendor load-in needs, these rules (along with additional procedures specified in the contracts of artists selected to participate) will be strictly enforced.
- Booths must be set up and operational 10 minutes prior to Marketplace start time.

### **Booth Operations Guidelines**

- Vendors must restrict activities to their booth space.
- No subletting will be permitted, nor can the vendor assign the contract to another party.
- Vendor booths must be fully operational at the time the Marketplace officially opens and remain fully operational until the Marketplace closes at the end of the day.
- Vendors may not advertise outside of their booth space.
- Raffles are not allowed.
- Generators are not allowed.
- Artists may not sell made from molds or kits.
- The Folkmoot insurance will not cover personal property, so vendors should obtain their own insurance.
- Playing music from your booth is prohibited.
- Vendors may sell **ONLY** the type of work Folkmoot has invited them to sell (indicated on contract).
- Folkmoot encourages vendors to perform ongoing demonstrations within their booths.
- Folkmoot cannot provide change to vendors.
- Vendors must comply with all logistical regulations.

### **Packaged Food Products**

- Vendor must adhere to Haywood County Department of Public Health guidelines pertaining to food sampling.
- Vendor cannot offer samples outside their booth space without prior approval from site coordinator.

### **Marketing**

All Marketplace vendors will receive the following marketing benefits if approved by April 2, 2018.

- A listing on Folkmoot's website, with a link to the vendor's website (if provided)
- Vendor highlighting in social media posts. Please submit PDF's of photos.
- Listed in Festival guidebook

### **Electric**

Electric is limited to food vendors/ trucks only. See Vendor Placement for details.

**Booth Clean Up**

- Vendors may not begin to dismantle or remove booths before the designated time. Please refer to page one for timeline chart.
- Vehicles are NOT allowed on-site until 15 minutes after end time.
- Be aware that pedestrians will still be present on Marketplace grounds during tear-down.
- Vendors must take home their entire booths - including cardboard, carpet, display racks, storage containers, and decorations.
- All booths must be broken down 1 ½ hours after end time. Any vendors failing to completely clean up their booth areas or is late in completely clearing their booth must pay a cleanup/ late fee, as well as a cleaning deposit for the following year's festival.

**Taxes & Insurance**

- Vendors are responsible for all local, state and federal taxes.
- Folkmoot disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor - related activities adhering to all local and state ordinances and regulations.
- Folkmoot does not have separate vendor coverage under any insurance it may maintain.

Please note that vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not be invited to apply in future years. Folkmoot reserves the right to amend these guidelines as needed. In the event of a dispute, the decision of Folkmoot will be accepted as final.

Questions? 828-452-2997

About payment....

Vendor Relations, [vendors@folkmoot.org](mailto:vendors@folkmoot.org)