



Town of Granite Quarry 2023 Festival Opportunities

PO Box 351
Granite Quarry, Nc 28072
Phone: 704-279-5596 Fax: 704-279-6648

Vendor Information & Application 2023

APPLICATION DEADLINE IS 14 DAYS PRIOR TO EACH EVENT

Dear Potential Vendor:

We are excited to offer several opportunities for our established and new vendors for Food, Crafts, Handmade Items, and Goods to sell their products. You will find these opportunities listed on the following page. We are currently taking applications for all events listed.

- The fee for Food Truck/Vendor set up will be: **\$50 per Space**
- The fee of nonfood booths for this year will be: **\$25 - 10x10 Booth Space**
(*Please note there is an additional fee for electrical access. \$25 for 110v Power. Vendors with noisy generators will be required to use electricity and pay fee.)

Commercial sales/Business promotions/Political booths are limited to those becoming an Event Sponsor. Please email or call for more information.

In an effort to create as much variety as possible, we will be limiting the number of booths with duplicate content and food trucks with similar menus. Please get your application back to us as soon as possible to lock in your spot for the desired event. In the past, these events were extremely successful, and we anticipate the available spots to be in high demand as we have already had inquiries for booking.

If you would like to apply for a spot at these events, please apply online www.granitequarrync.gov/Community/Events (preferred) or fill out the attached vendor packet and **RETURN PAGES 5-7 ONLY**. We are accepting payment for all events scheduled in 2023! You will receive your booth # and parking info the week prior to the event. If you have any questions, please email Debbie at events@granitequarrync.gov or call 704-279-5596 ext 212.

We look forward to seeing you at this year's Arts in the Park, Granite Fest and Christmas at the Lake!!

Sincerely,

Debbie Loflin-Benge

Event Coordinator

704.279.5596 ext #212

events@granitequarrync.gov

www.granitequarrync.gov



2023 Town of Granite Quarry Events Vendor Packet and Application

Event Descriptions

This packet/application lays out the guidelines for all Town of Granite Quarry Parks, Events and Recreation (PERC) events. These events are Arts in the Park, Granite Fest and Christmas at the Lake.

Arts in the Park – May 6th, 2023

Arts in the Park began in 2021 and was a huge hit! It is a half day event AT OUR Granite Lake Park. We plan to make Arts in the Park an annual event. There are many forms of art, and we hope to have representation of them all! This event is a venue for local students to display/show their art (painting, architecture, sculpture, literature, music, performing and cinema). There will be a children's area to create a take home art piece as well as much more. This event will also be open to vendors/artisans selling handcrafted items. We will also offer attendees the opportunity to purchase food and drink from area vendors. Arts in the Park is held each year on the weekend prior to Mother's Day weekend.

Granite Fest – October 21st, 2023

Granite Fest is a festival for the community and surrounding area of Granite Quarry with free admission. This event was originally started to celebrate the town's centennial and was such a success, it was continued for several years. We have brought that festival back after a short hiatus and hope it will continue to entertain and bring exceptional joy to all who attend.

The Town of Granite Quarry relies on a partnership with our generous sponsors to assist us in providing our attendees with quality entertainment, exciting games and inflatables for the kids, and an opportunity for the community to gather and celebrate our town. Granite Fest is held at our Civic Park and includes live music, dancing, inflatable amusement, games, lots of great food and various other entertainment. Granite Fest is held each year at Granite Civic Park on the third Saturday of October.

Christmas at the Lake – December 2nd, 2023

Christmas at the Lake is an annual event that the community looks forward to each year. Businesses and organizations decorate trees to display the entire month of December with the Tree Lighting Ceremony at dusk on the day of the event. This event is an afternoon/evening event with the arrival and visits with Santa and friends, carolers, seasonal games, food, hot cocoa, s'mores by the fire, and even a little Christmas shopping from some local vendors. You don't want to miss it! Christmas at the Lake is held each year on the first Saturday of December.

Please visit us at www.granitequarrync.gov/community/events to view all community events happening in 2023.



Vendor Application Process:

Included in this information packet is a Vendor Application. Please complete the application and return it to the listed P.O. Box (below) or email to events@granitequarrync.gov. Please return the application as soon as possible in order to be scheduled at the event for which you apply. **Once your application has been received, our event committee will review and notify you to confirm the date(s) and time(s) of the event and at that time you can send fee payment. YOU MUST SUBMIT PAYMENT OF FEE WITHIN 10 DAYS OF CONFIRMATION FROM EVENT STAFF IN ORDER TO SECURE YOUR SPOT. ONCE PAYMENT IS RECEIVED, YOU HAVE COMMITTED TO THE EVENT.** *We will continue to accept vendor applications throughout the year, however we cannot guarantee availability or maximized publicity through pre-event marketing.*

Vendor Policies and Procedures:

Although we cannot guarantee exclusivity, we do try to not repeat similar products and services. We will avoid placing vendors with similar products or services next to one another for the benefit of all.

Set Up/Vending time: You may set up beginning two hours before the event's start time on the day of the event. If an earlier set up time is necessary, please discuss with Event Coordinator. When you arrive, Event Staff will show you your assigned area to set up in. You must be ready for opening 15 minutes prior to event start time. Vendors can begin selling product as soon as our first guests arrive.

*****Fees:** Fees must be paid to Event Staff BEFORE setting up at event that requires a fee to participate. No one, besides non-profit and church organizations, are exempt from event fees. ***

Clean Up: Each vendor is responsible for cleaning up their entire area and keeping trash picked up. Please leave our park/event area the way you found it. You are responsible for a timely clean up at the conclusion of the event. *You MAY NOT close to clean up your areas until the event you are vending is over, and no vehicles may be moved until guests have cleared the event area.*

Space available: All vendors will have spaces set up within the main area of the event, ensuring great traffic flow and visibility. Please note on application the space necessary including length and width of tents, trailers, carts, etc.

Tents/Trailers: Vendors may set up with a trailer (if room available) and/or pop-up tent with table. Vehicles must be unloaded, and trailers unhitched, and vehicles moved into the parking lot or designated parking area **30 minutes before the event start time** (i.e. out of the park by 5:30pm for a 6:00pm event, etc.).

Sales Tax: All vendors are responsible for paying their own sales tax from any sales made at any Town of Granite Quarry event.

Signage & Electricity: No signs outside of the tent of the vendor space assigned to each vendor are allowed. **If we do not have electricity available for vendors. You may request to use a quiet running generator.**

Flyers/Handouts: Flyers and handouts are acceptable only within your designated booth area. You may not approach guests. You must allow guests to approach you at your booth.

Vendor Policies and Procedures (continued):

Parking: There is no reserved parking for vendors. Please park respectful of your prospective customers. We ask that you limit the number of vehicles you need to bring, due to limited parking. **There may be times where we ask you to park in a specific area, if available. **

Weather: Our outside events are dependent on weather conditions for the day. If an event is canceled due to weather, you will be notified a.s.a.p.

Refunds: We do not allow for refunds, but you may be allowed to reschedule for another event date if any are available.

Non-food Vendors: No water or drink sales are allowed for sale by craft and material vendors. Only food that is pre-packaged will be allowed to be available for sale by craft and material vendors.

Tobacco/Alcohol Policy: Please refrain from using any tobacco products while at any Town of Granite Quarry event. Please remove yourself from the park/event area and crowded areas before using tobacco products. The consumption of alcohol while participating as a vendor is strictly prohibited. If seen using these items while participating as a vendor, you will be asked to leave the event.

Any guidelines/rules set up in this application may be changed by Event Staff.

Please keep the above information and a copy of the application for your records.

ONLY return the application materials (pages 5-7)



Vendor Information

Name of Business: _____ Main Contact: _____ Phone Number: _____

Mailing Address: _____ Email Address: _____

Vendor Type & Booth Requirements (Check one & fill in the blanks):

Food Vendor:
Booth Type (circle one): Tent & Table or Trailer/Truck
Booth Size (in feet): _____
Vendor Fee: \$50

Craft and Material Vendors:
Booth Type: Tent & Table
Booth Size (in feet): up to 10'x10'
Vendor Fee: \$25

Commercial/Business Promotion Vendors:
Booth Type (circle one): Tent & Table or Trailer
Booth Size (in feet): up to 10'x10'
Vendor Fee: ***Vendor opportunities available at events through sponsorships*

Non-Profit or Church Groups:
Booth Type (circle one): Tent & Table or Trailer
Booth Size (in feet): up to 10'x10'
Vendor Fee: ***No Fee** (**restrictions may apply*)

Vendor Items

In the space below, please list items which will be displayed and/or sold in the vendor space(s). Please describe in detail the type of display, presentation, and items to be sold. ONLY items listed for sale on this application will be allowed so please be specific. ****Only pre-packaged food will be allowed for sale by craft and material vendors. Water and drink sales are exclusive to food vendors unless otherwise approved.**

OFFICE USE ONLY

Date Received: _____

Event Assigned: Arts/Park Granite Fest
 Christmas/Lake Other

Approved: Yes No Paid: Yes No

Approved by: _____

Please list the names of individuals who will be working your booth. If it is a variety of employees, please make note.

Please provide a web link(s) (website, Facebook page, etc.) where we can find details about your business/organization.

*By checking the dates below, you are committing to attend as a vendor for that event. **Failure to appear at a scheduled event that you have checked below, without notice provided at least two weeks prior to the event is unacceptable and may result in the revocation of your future application dates.***

Arts in the Park:

May 6th
1-6pm

Granite Fest:

October 21st
1-6pm

Christmas at the Lake:

December 2nd
2-7pm

Supplemental Materials:

Please attach the following materials:

1. A photocopy of your booth set up and/or the products you offer.
2. A copy of your certificate of insurance (*Food Vendors*).
3. Any other certifications that are required for the sale or distribution of merchandise, food and/or services.
4. Email a high-resolution image of your logo, preferably a .png or .jpeg file to events@granitequarrync.gov

How to Submit Your Application and/or Fee:

- Mail to P.O. Box 351 Granite Quarry, NC 28072
- Drop off at Town Hall (143 N Salisbury Ave, Granite Quarry, NC, 28146)
- Fax to 704-279-6648 Attn: Debbie Subject: Event Vendor Application
- *Scan and email to events@granitequarrync.gov (*application only)

Once accepted as a Town of Granite Quarry Event Vendor, I agree:

- A. To hereby release and forever discharge the Town of Granite and all its employees, all sponsoring organizations, and their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Town of Granite Quarry's Events. The Town of Granite Quarry will not be responsible for any injury sustained by vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products, or of any of my other actions at any event. I further agree to store my products, merchandise, and/or art at my own risk without exception or limitations.
- B. To supply my own tent(s) along with all necessary equipment, tables, and chairs for my products.
- C. To comply with all representations of this application and with all of the conditions and deadlines set forth in the Vendor Packet and Application. I further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate that day of the event and I would forfeit all entry fees.
- D. To attach a certificate of insurance and any further certifications that are required of me as a merchandise or food vendor. Reminder from the Rowan County Health Department: Food Vendors **MUST** register with the RC Environmental Health Division at 704.216.8525 or <https://www.rowancountync.gov/292/Food-Lodging-Sanitation>
- E. To leave my space as I found it, properly disposing of trash and all waste products within the components made available by the Town of Granite Quarry and removing all of my equipment in a timely manner at the conclusion of the event. I agree to pay for any expenses that the Town of Granite Quarry may have incurred as a result of my not fully cooperating with the event organizers.
- F. To use my best efforts to present high quality products and services and to cooperate with all event organizers in assuring the Town of Granite Quarry Events will be the best possible.
- G. Should an Act of God/terrorism/Mother Nature/or Community disaster occur, the Town of Granite Quarry staff will make all decisions regarding the event based on safety of employees, vendors, volunteers, and guests first. The Town of Granite Quarry cannot accept the risk of disaster for everyone. Each participant and vendor need to accept the risk of his or her entry fee. There will be NO REFUNDS. If another event date is available, you may be able to reschedule for another event. The Town of Granite Quarry has ordered and is liable for every supply, rental, and service needed for the event, regardless of the outcome. The money paid from entry fees is spent developing the event. These costs include but are not limited to paying for marketing, entertainment, permits, etc.

I have read, understand, and will comply with all rules and regulations outlined in this Vendor Packet and Application.

Applicant's Name: (Print)

Applicant's Signature:

Date:

Phone Number: