



SATURDAY, JULY 6TH, 2024

COON DOG DAY FESTIVAL

VENDOR APPLICATION

EVENT INFORMATION

Saluda, NC is a brief drive from downtown Hendersonville NC, and is near Asheville NC, and Greenville SC. Historic downtown Saluda is a beautiful, rustic stroll down memory lane with tree-lined streets and historic buildings that house numerous shops and restaurants, each with its own distinct flavor and atmosphere.

VENDOR APPLICATION PROCESS

We will accept arts, crafts, non-profit, drink, and food vendors to participate. We will review all vendor applications for variety, and acceptance of an applicant will be solely decided by the City of Saluda Coon Dog Day Committee. We will vary the items as much as possible for the success of the vendor and the enjoyment of the attendees.

Please read the enclosed information regarding Vendor Rules and Requirements for the Festival before submitting your application. Complete the Vendor Application in this packet and return it to the listed address. Please include any other attachments or photos required by the Committee if requested within 10 business days for your application to remain valid.

Upon notification of your application acceptance, you will be required to remit the vendor fees. Payment may be made with a check, money order or credit card. If you wish to use a credit card, you will need to make your payment via the City's website. Please be aware that an administrative fee is charged for credit card transactions.

Applications are reviewed on a first-come first-serve basis, and all applications will be reviewed for appropriateness and vendor capacity of the event.

Once your application is received and reviewed, you will be sent a Vendor Packet with all your event materials if the application is accepted.

VENDOR RULES & REQUIREMENTS

• Saluda's Main Street will be closed to traffic from midnight on Friday, July 5th, until 6:00 p.m. on Saturday, July 6th. The vendor setup is from midnight on Friday until 7:30 a.m. on Saturday. No vehicles will be allowed to remain on Main Street after 7:30 a.m. on Saturday. Vendors may continue to set up their booths after this time, but all products/equipment must be contained within your booth space, and all vehicles must be removed by 7:30 a.m. on Saturday. Vendor teardown Starts at 5:00 p.m. and must be completed by 6:00 p.m. on Saturday, July, 6th as the streets reopens at 6:00 p.m.

• Food Vendors parked in the McCreery Park parking area will be permitted to stay in through the duration of the dance. If food vendors choose to leave prior to the dance, they must leave the premises by 6:00 p.m. for the safety of foot traffic.

• The Coon Dog Day Festival lasts from 8:00 a.m. until 5:00 p.m. on Saturday, July 6th. Vendors who will want to leave before 5:00 p.m. will be placed in a booth space on the West end of Main Street close to the City Parking Area since no vehicles will have access to Main Street until after 5:00 p.m. to load. If you wish to leave the festival before 5:00 p.m., please request one of these booth spaces, which will be reserved on a first-come, first-served basis.

• Vendors who do not request a booth space on the West end of Main Street are not required to remain open for business until 5:00 p.m. and may pack booth contents to carry out; however, no breakdown requiring vehicle access to Main Street can take place until after 5:00 p.m. on Saturday and must be completed by 6:00 p.m.

• All booth spaces are 10' x 10' and will be clearly marked. The City of Saluda provides only space. All tents, canopies, tables, chairs, etc. are the responsibility of the Vendor. Please be considerate of your neighbors' spaces and do not encroach on other booth areas. All equipment must fit within the designated space.

• Vendor sales are limited to the purchased booth space designated by the City of Saluda. Vendors will not be permitted to walk around the Event selling merchandise, and no Vendors will be permitted to relocate their booth at any time during the festival.

• All Vendors must have a valid North Carolina Sales Tax Number listed on the applications to be eligible, regardless of the Vendor's residence location. Out of state Vendors can obtain a temporary Sales Tax Number from the NC Department of Revenue by contacting their local office at 828 667-5087 or online at www.dor.state.nc.us.

- All Food Vendors are required to have a Temporary Food Service Establishment Permit from the Polk County Health & Human Services Agency to participate in this Festival. The TFE Application Packet is available online here:

<http://www.polknc.org>

Polk County Health Department

Food, Lodging, & Other Facility Inspection Services

Temporary Food Establishment Application

Once you have been accepted as a food vendor, it is imperative to submit a completed TFE Application. Please forward your application to Marleydis Alejo at the Polk County Health Department, located at 161 Walker Street, Columbus NC 28722. Health Department officials will inspect booths during setup to ensure compliance with health codes. Vendors failing to secure the required permits or found in violation of health codes will be instructed to leave without a refund. Should you have any questions, Marleydis Alejo can be contacted from Monday to Friday, 8:30 a.m. to 5:00 p.m., at 828 894-3739 Ext 100 or via email at malejo@polknc.org.

Food vendors must also send a menu with prices when submitting their application also if approved you must have a menu posted with the prices at your booth on the day of the event and for the entirety of the event.

Vendor Applications must be submitted by May 31st, 2024.

Non-profit Vendors, such as Churches, etc., must fill out the Application and submit a Fed Tax ID Number for verification.

- Electricity is not provided to any Vendor spaces. Vendors who need electricity are required to bring their own generator, which must be 65 decibels or less.
- There will be no provision by the City of Saluda for Vendors to dispose of grease in the City.
- Alcohol (Beer, Wine, Distilled Spirits, and Hard Seltzers) sales by Vendors are prohibited.
- Consideration of items allowed will be reviewed by the City of Saluda Coon Dog Day Committee, and Vendors will be notified in their Vendor Packets prior to the Festival of any items they may not sell.
- A photo of your booth set up and product must be included for your application to be considered.

All booth space areas must be left clean with no items remaining in the area. If this is not done by the vendor, they will not be allowed to return to the festival.

VENDOR APPLICATION

Name of Business/Vendor: _____

Business Contact Name: _____

Business Mailing Address: _____

Email Address: _____

Telephone #: _____ Fax #: _____

NC Sales Tax #: _____ (Application will not be considered without this Number)

Booth Type: (All spaces are 10'x10') mark space requested.

_____ Handcrafted - \$150

_____ Commercial & Specialty Items - \$150

_____ Businesses (Information Only) - \$150

_____ Saluda Non-Profit (Informational Only) - \$0* (verified Non-Profit within 28773 Zip Code)

_____ Saluda Non-Profit (Sales) - \$75*

_____ Outside Non-Profit - \$150*

_____ Food Vendor - \$300 (limit 2)

_____ Beverage Vendor \$300 (non-alcoholic)

* must provide Tax ID Number for Verification if applicable

_____ I request a booth space on the West end of Main Street so I will be able to clean and vacate my space before 5:00 pm Saturday, July 6th

_____ Number of Vehicle Passes (limit 2): (Each vehicle that needs access to Main Street must have a pass)

Specific List of Items to be Sold: (Food Vendors must attach a menu with prices)

A picture of your booth and product with a list of items to be sold must accompany your application for it to be considered valid by the Committee.

Mandatory Liability Release and Acceptance of Conditions:

- All photos submitted become the property of the City of Saluda and may be used in promotion with no compensation to the submitter or to any other party.
- By execution of this Form, I/we hereby release the City of Saluda, its employees, volunteers, officers, or anyone else connected with the festival of all known and unknown damages, injuries, losses, judgments, and/or claims from any causes whatsoever that may be suffered by anyone participating in this event.
- Vendor locations are determined by the City of Saluda Coon Dog Day Committee, and they will assign spaces as it deems appropriate based on products to be sold and the date the Vendor Application was received. The City of Saluda will not promise or reserve any space other than what the event map shows.
- The City of Saluda Coon Dog Day Committee reserves the right to place Vendors in an appropriate space and to refuse any Vendor entry into the festival for any reason.
- No refunds will be made for any reason--without exception. Vendor further understands that there is no guarantee of success or failure of individual Vendors at this Festival and that this is a rain-or-shine event.
- By execution of this Vendor’s Application Form, I/we do hereby agree to abide by all the rules and requirements set forth for this Festival by the City of Saluda and listed on Pages 2, 3 & 4 of this Vendor Information Packet and understand that failure to do so will result in my ejection from the festival with no refund, as well as denied acceptance to future events.

I have read, understand, and will comply with all Rules and Regulations outlined in this Vendor Application.

Applicant’s Printed Name	Applicant’s Signature	Date
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MAIL THE VENDOR APPLICATION:

City of Saluda
P. O. Box 248
Saluda NC 28773

Or email the application to events@cityofsaludanc.com

CONTACT FOR QUESTIONS:

Commissioner, Paul Marion
paul.marion@cityofsaludanc.com

Mayor, Tangie Morgan
Phone: 828-777-9158
Email: tangie@cityofsaludanc.com

Vendor Applications postmarked and mailed after May 31st, 2024, will not be accepted.

FOR OFFICE USE ONLY

Date Received: _____ Approved: Yes _____ No _____

Amount Paid: _____ If NO, Reason: _____

Vendor Packet Sent: _____

Notes:
