



2016 2nd Annual Monarch Festival VENDOR APPLICATION



Saturday, October 8, 2016 10:00 a.m.-4:00 p.m.
Sandy Creek Park (3510 Sandy Creek Drive)

The Monarch Festival, co-sponsored by Keep Durham Beautiful, The City of Durham Parks and Recreation Department and Triangle Land Conservancy, seek Non-food & Food Vendors, Artists, Green Businesses, and Education/Non-profit groups to join the 2016 2nd Annual Monarch Festival.

VENDOR SELECTION

Vendors for the 2nd Annual Monarch Festival will be selected on a first come, first serve basis, with consideration for a variety of offerings. Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

FEES AND PAYMENTS

Fees must be paid in full at the time of application submission. NO CASH will be accepted, **ONLY checks, money orders, and cashier checks. Please make all checks payable to: KDB-Keep Durham Beautiful.** Master Card and Visa will be accepted with online payments **ONLY** at www.KeepDurhamBeautiful.org through the “donate” button.

We prefer that you mail in your application or pay online.

	City Resident	Non-City Resident
Education/Non-profit:	\$30.00*	\$45.00*
Plant vendors:	\$30.00	\$45.00
All other Vendors:	\$80.00	\$100.00

*Fee will be waived with a comparable donation to the festival

APPLICATION DEADLINE: No applications will be accepted after **September 17, 2016**

VENDOR DEFINITIONS

Education/Non-Profit Information: Education/Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services and/or organization.

Plant Vendors: Nurseries and all others selling plants.

All other vendors: Any other vendor that is not education, non-profit, or plant vendor.

RENTAL SPACE REGULATIONS

1. All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within this dimension. **NO equipment will be provided to vendors. (Tents, tables, chairs, etc.) ALL vendors must bring their own equipment.**
2. Spaces will be assigned by festival staff the day of the event. Festival Staff will be on-site during set-up to insure vendor is set-up as assigned and is in compliance with all requirements and regulations.



REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by organizers due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. **The City of Durham requires all FOOD vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with a combined single limit not less than \$1,000,000 per occurrence.** A copy of this insurance **must be submitted within a week of turning in the application.**

The City of Durham and Keep Durham Beautiful do not assume responsibility for loss or damage of equipment used or items exhibited during the Festival. If insurance is desired, it must be purchased by the vendor.

PERMITS

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and permits (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with the application.

SET UP/BREAKDOWN/DISPLAYTIME & PARKING

ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds.

Vendors will be responsible for any damage from tents not being properly secured.

1. Setup/unloading- All vendors are to arrive, unload and set-up between 8:00 a.m. and 8:30 a.m. in their designated space. **Set-up must be complete by 9:30 a.m.** Vehicle access to vendor spaces is not permitted after 9:30 a.m., however, you may hand-carry items to your booth space from your vendor parking space, after this time if necessary.
2. Breakdown/load out- Breakdown of booth display may begin at the vending space at 4:30 p.m. Please pack up all items and breakdown any tents, tables, and chairs before proceeding to get your vehicle.
3. Vendors and exhibitors are asked to stay for the entire time of the festival. No vehicle access will be allowed on the festival site between 9:30 a.m.-4:30 p.m.
4. Parking will be provided to all vendors near, but not adjacent, to the festival area. Organizers do not assume responsibility for loss or damage to equipment during the festival.
5. All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.

RAIN PROCEDURE

Vendors should be prepared in the case of rain to cover their rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension, cancellation, or relocation of part or the entire event. **Vendors should NOT leave the festival area BEFORE the Festival Coordinator announces suspension or cancellation of the event.** There is no rain date for the 2nd Annual Monarch Festival.



VENDOR APPLICATION

APPLICATION DEADLINE: **September 17, 2016**

Return Application By Mail or in Person To:
Tania Dautlick, Keep Durham Beautiful, 2011 Fay Street, Durham, NC 27704

If you have questions about this application or about vendor regulations, contact Tania Dautlick at Keep Durham Beautiful, tania@keepdurhambeautiful.org or 919-354-2729.

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,
Monday thru Friday until all rental spaces are filled.**

Payment in Full Must Accompany Application

Please make all checks, money orders, and cashier's checks payable to KDB-Keep Durham Beautiful

To ensure variety and quality, the Monarch Festival Organizers reserve the right to limit vendors with significantly similar products. Please provide detailed information to enhance your consideration for selection. Applications received without this information will not be considered. Space is limited!

The Monarch Festival will not provide any equipment to vendors (tents, tables, chairs, etc.).

Name _____

Business Name/Organization _____

Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

Website: _____

NC Sales Tax I.D. Number _____

Tax Employee Identification Number (EID) _____

Category: *(check one)*

- Food: *(circle one)* Mobile Food Unit Peddler Push Cart
- Education/Non-profit *(301 or 501 status)*
- Plant Vendor
- Vendor with Non-Plant Items for Sale

Size of Canopy/Tent: _____

VENDOR DESCRIPTIONS(S): This section **MUST** be complete!

Please describe the activities/information/products you plan to have at your booth:



Area/s of environmental focus (check what best applies):

- Pollinators Pollinator Friendly Pest Management Conservation Environmental Education
- Energy Food Fuel Plants/Landscaping Health & Wellness Nature
- Recycling/Reuse Transportation Water Other (describe) _____

Please list the items you plan to sell at the event, if any: _____

Please give the first and last name of staff that will be operating your rental space. If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.)

- 1. _____ 2. _____
- 3. _____ 4. _____

My payment will be in the form of:

- Check Money Order Cashier's Check
- Credit Card (online ONLY www.KeepDurhamBeautiful.org)

Please make all checks, money orders, and cashier's checks payable to: KDB-Keep Durham Beautiful

I hereby affirm that I have read and do understand all instructions and guidelines in the Monarch Festival rules application form and information packet. I understand Monarch Festival is a Zero-Waste festival and that I will take all of my booth's waste that cannot be composted or recycled home to discard on my own property. I agree to comply with all Durham Earth Day Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Durham Earth Day Festival Event Coordinator.

Signature: _____

Date: _____

For Office Use Only

Date Rec'd: _____

By Mail_____ In Person_____

Online_____

Approved_____ Denied_____