

## Artisans

*Please adhere to the following Vendor Rules and Regulations.*

# VENDOR RULES AND REGULATIONS

## Festival Hours and Dates

Our Butterfly Festival is held annually on the first Saturday in the month of May from 9:00 a.m. to 4:00 p.m. Festival will be held **rain or shine – no rain date and absolutely no refunds after your application is accepted!**

## Site Logistics

- Vendor spaces are 10ft X 10ft and will be assigned by Butterfly Festival Staff.
- Vendors are responsible for set-up and clean up. Set-up begins at 7:00am; all vendors must be checked in and set-up no later than 8:45am. All trailered displays or concession must be set up by 7:45. **(All vehicles must be moved off site)**. Vendors must park in vendor parking area.
- **Vendors must remain on site for the entire Festival (i.e. 9:00 a.m. – 4:00 p.m.)**. Those vendors not remaining on site until 4:00 p.m. will be subject to a \$75 fine and may not be invited to participate in future Festivals.
- Vendors must supply their own equipment (examples: tent, chairs, tables, etc.).

**ALL TENTS MUST BE WEIGHTED DOWN!!** Tents must be weighted down with 40 lbs. of weight on each leg. This is the responsibility of the vendor. Any tent that is not properly weighted down by 9:00 am will be asked to resolve the issue before being able to continue the Festival; otherwise, you will be forced to take down your tent for the duration of the festival. This is a **SAFETY** issue. You may not tie your tent to another vendor for this is not safe. **NO STAKES** allowed.

- Vendors are responsible for keeping their space attractive during festival hours and **for cleaning up their space after the festival closes including removal of garbage and sweeping up all debris**. Vendors whose products generate waste must provide covered trash containers for customer use and **remove trash from site – NO onsite garbage**.
- Vendors must provide appropriate containers for water, and follow all health code regulations when handling produce and prepared foods.
- Access to public water or electricity is not guaranteed.

## **Insurance, Licensing and Permits Guidelines**

- Vendors that do not possess liability insurance must notify Festival Manager.
- All food and food products offered for sale shall be from sources approved or considered satisfactory by the County Health Department.
- All food and products offered for sale at the Festival must be made by the vendor, or by the person(s) listed on the vendor application.
- Butterfly Festival has final approval of sale items. Vendors will be notified if it is determined that specific items will not be allowed for sale at the Festival.
- Butterfly Festival has the right to terminate vendor participation at its sole discretion. No refunds will be given in the event of termination.

**The receipt of an application is not a contract between the vendor and the Butterfly Festival. It does not guarantee your participation.**

Upon acceptance to the Festival a finalized product list must be supplied to Butterfly Festival, after which point all changes must be approved by the Butterfly Festival. It is against Festival policy to supplement your products with any that are produced by others not listed on your vendor application. If you falsify your vendor application your right to participate may be revoked.

## **Compliance with Government Regulations, Food Samples/Vendors, and Organic Certification**

- Vendors are responsible for complying with the state and local health department and licensing regulations governing the production and sale of their products. If applicable, vendors are responsible for reporting and collecting all sales tax. Vendors must have all required permits and/or licenses prior to the start of Festival day. Examples include plant/nursery licenses and licensed kitchens for processed foods. Vendors of certified organically grown produce must have a copy of current organic certification. Vendors who fail to comply with applicable state, federal and local regulations may be subject to removal from the festival and forfeiture of booth space rental fees.
- For additional information regarding certifications, permits and/or licenses, contact:
  - **Caldwell County NC Environmental Health Department**
  - 2345 Morganton Blvd. Lenoir, NC 28645
  - (828) 426-8579
  - Website: [www.caldwellcountync.org/environmental-health](http://www.caldwellcountync.org/environmental-health)