

IBMA Wide Open Bluegrass Local Vendor Application

FESTIVAL INFORMATION

Friday 9/29/17 & Saturday 9/30/17

NOON-11:00 PM (Both Days)

IMPORTANT DATES:

DEADLINE APPLICATION: FRIDAY- July 15, 2017

PAYMENT DUE: FRIDAY- July 29, 2017

LOAD IN:

THURSDAY: SEPTEMBER 28, From 7-10PM

FRIDAY: SEPTEMBER 29, From 7-11AM

BREAKDOWN:

SATURDAY: September 30, FROM 11PM-FINISH

*****VEHICLES MUST BE OFF THE STREET BY 11:00AM ON DAY OF EVENT**

Purpose:

The IBMA Wide Open Bluegrass Festival will be held on Fayetteville Street and in the Red Hat Amphitheater. It is a two-day festival full of music, food, beer, and merchandise vendors. Attendance is estimated at 65,000 per day.

Criteria: Vendor must offer bluegrass-inspired merchandise or interactive activities **The organizing LOC committee member has the sole discretion to approve or deny event merchandise vendor requests. **Absolutely no multi-level sales marketing companies will be accepted as a vendor. Vendors need to be unique to NC.

Registration Fee, Tents and/or Booths:

The vendor fees for The IBMA Wide Open Bluegrass Festival are as follows:

Merchandise Vendors: 10x10 space @ \$300 per space, please provide your own tent and tie downs for the tent. A table and two chairs and electricity (110V) are provided. Must bring own extension cords and power strips.

Deadline:

All applications are due by July 15, 2017. Vendors will be notified on the acceptance of their application no later than July 29, 2017.

Checks Payable to: The Raleigh Convention Center

Mail Checks to:

Shop Local Raleigh

410 N. Boylan Ave.

Raleigh, NC 27603

***Credit cards are not accepted as payment for this event.**

Checklist for checks:

- 1) All checks are to be made out to the Raleigh Convention Center. No exceptions.
- 2) No postdated checks. (The check cannot be written with a future date).
- 3) The amount must be written out. The bank goes by the written words.
- 4) Checks must be signed.

Set-Up and Tear Down:

Set-up will be on September 28, (7:00-10:00PM) and September 29 (7:00-11:00AM). All vendors must have their booths set-up and have their vehicles/equipment off and out of the way by 11:00AM September 30.

Breakdown is permitted no earlier than 11:00 pm on Saturday, September 29, 2017.

Inclement Weather:

The exhibitor acknowledges that he/she assume the risk the festival maybe canceled due to inclement weather or any other reason at the sole discretion of The Raleigh Convention Center. In the event of cancellation all fees are nonrefundable.

Rules and Regulations:

- The approved vendor will occupy his/her booth at all times. No subletting or sharing of space is permitted.
- Each vendor is responsible for collecting NC State Sales Tax and filling the necessary paperwork with the NC Department of Revenue.
- An accepted application is a commitment to display your work/services during ALL scheduled hours of the festival. No refunds will be issued for cancellations.
- Vendors may only sell what they have listed on their initial application. Festival staff has the right to deny sales of such items.
- Vendors should use their own means of display, which must be sufficiently sturdy to withstand weather and crowds. Staking into pavement will not be tolerated. Please bring your own weights or items to hold the tent and/or display down. Vendors are not allowed to tie down to any city property. Each exhibitor is responsible for his/her own display in case of loss or damage.
- Vendors will receive a 10x10 space with access to a table and 2 chairs if requested. Tents are not provided. Exhibitors will not take up any additional space without express consent from event management. **ALL WORK DISPLAY AND STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.** Your booth should not interfere with your neighbor's booth.
- Vendors may not choose their booth space upon arrival, it will be assigned to you.
- Exhibitors should be timely in arrival and expedite setup in as quick a manner as possible. All vehicles must be removed from the festival site at specified times. Tardy exhibitors may be excluded from setting up.
- Set-up and breakdown times will be strictly enforced. You must arrive at the specified time. Breakdown will not begin until the end of show. Due to the large crowds expected it is imperative all vendors remain open for business. Vehicles will not be permitted into the show area until all visitors have left the area, usually one (1) hour after the end of show. Event Management will have the final decision on this safety precaution.
- All materials are to be disposed of appropriately; either in on-site trash receptacles, or removed by each exhibitor to be disposed of off-site.
- **ALL RULES WILL BE STRICTLY ENFORCED.** Failure to comply with the rules as outlined above, expressed by Event Management/Event Staff or unruly behavior (including intoxication, verbal abuse etc.) by the exhibitor or any assistants may be grounds for immediate expulsion from the event and will eliminate exhibitor from any future events.

*****EVENT MANAGEMENT RESERVES THE RIGHT TO MAKE FINAL INTERPRETATION OF ALL RULES AND REGULATIONS.**

2017 IBMA Wide Open Bluegrass Festival Vendor Application

NAME: _____

PHONE NUMBER: _____

E-MAIL: _____

VENDOR NAME: _____

DESCRIPTION OF PRODUCT: _____

BUSINESS WEBSITE: _____

Table: Y _____ N _____

Chairs: Y _____ N _____

Comments:

By signing this contract I, _____, have read the rules and regulations and will follow through on all aspects of this written contract.

Please e-mail this application back to Jennifer Martin (Jennifer@shoplocalraleigh.org) no later than **FRIDAY JULY 15, 2017**. Please have your checks mailed to the 410 N. Boylan Ave. no later than **July 29, 2017**.

*Submission of this application does not guarantee acceptance into the festival.

Thank you for your interest in The IBMA Wide Open Bluegrass Festival!

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