



MERCHANDISE VENDOR APPLICATION

Noon – 11pm, Friday & Saturday, September 28 & 29, 2018

NAME OF COMPANY:	
CONTACT PERSON:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DESCRIPTION OF PRODUCT(S):	

Merchandise Vendors must provide their own tent, weights, tie downs and extension cords. A table, two chairs and electricity (110V) are provided upon request. Vendors must also provide a photo of their booth setup.

Vendor Space:

10x10 space (\$250):	
10x20 space (\$500):	
10x30 space (\$750):	
**Mobile Unit (\$750):	

Table: Yes _____ No _____

Chairs (2): Yes _____

No _____

Electricity (110v): Yes _____ No _____

**** Mobile Unit Size: (please give exact dimensions of food truck or trailer)**

Truck: _____ Trailer: _____

**Completed applications must be submitted by 5:00 pm Monday, July 17th to:
Rachel Rice (rachel.rice@raleighnc.gov)**

Please do not send any money until you have been notified

General release: The Undersigned does hereby release, forever discharge, and hold the City of Raleigh, or any of their employees, associates, or sponsors of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or in equity from any loss or damage to property of the Undersigned while in possession or supervision of the festival, it's agents, representatives, or employees. The Undersigned consents to enforcement of all festival rules. The Undersigned gives permission for photos or depiction of his/her work accepted for Wide Open Bluegrass to be used for festival promotion purposes. Festival management reserves the right to disqualify or expel any exhibitor failing to follow festival guidelines or causing any problems to fellow exhibitors, patrons, or management. Management reserves the right to make final interpretation of all rules.

Signature of Applicant: _____ Date: _____

WIDE OPEN BLUEGRASS, 2018 Festival Information

Date and Times

Wide Open Bluegrass vendor portion will operate noon – 11pm on Friday & Saturday, September 28 & 29

IMPORTANT DATES

DEADLINE APPLICATION: 5:00pm Monday, July 16, 2018

VENDOR ACCEPTANCE NOTIFICATION: 5:00pm Monday, July 30, 2018

**VENDOR FEE DUE: 5:00pm Monday, August 13, 2018

There is a late fee of \$100 for payments turned in after August 13. We will not accept any payment after August 27

LOAD IN:

THURSDAY: SEPTEMBER 27 From 8-10PM

FRIDAY: SEPTEMBER 28 From 7-11AM

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

BREAKDOWN:

SATURDAY: September 29 FROM 11PM-FINISH

Purpose

The Wide Open Bluegrass FREE StreetFest is chock-full of music, dance, food, and activities. Attendance is estimated at 100,000.

Application

Please fill out the attached application and e-mail by Monday, July 16 to: Rachel Rice (rachel.rice@raleighnc.gov)

**You will be notified on or before Monday, July 31, of your acceptance.

Vendor Fee & Tent Guidelines

Upon vendor application approval, the vendor fee will be due no later than Monday, August 14. **There is a late fee of \$100 for payments turned in after August 14. We will not accept any payment after August 28.** Please provide your own tent. You will also have to supply tie downs and weights for your tent. A table, two chairs and electricity (110V) are provided upon request – you must

provide your own extension cords. The vendor fees for Wide Open Bluegrass Festival are as follows:

VENDOR SPACE PRICING: 10x10 space = \$250
 10x20 space = \$500
 10x30 space = \$750
 Mobile Unit = \$750

Payment

Checks should be made out to: **The Raleigh Convention Center.**

Checks should be sent to:
**500 South Salisbury Street
Raleigh, NC 27601
Attention to: Rachel Rice**

Set-Up and Tear Down

SET-UP: Thursday, SEPTEMBER 27 (8:00-11:00pm) and Friday, SEPTEMBER 28 (7:00am-11:00am). All vendors must have their booths set-up and have their vehicles/equipment off the footprint by 11:00AM SEPTEMBER 28.

TEAR DOWN: Breakdown is permitted no earlier than 11:00 pm on Saturday, September 29. **NO EXCEPTIONS.**

Inclement Weather

The exhibitor acknowledges that he/she assumes the risk that 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 will receive a 10x10 spot with access to a table and 2 chairs if requested. Tents are not provided. Exhibitors will not take up additional space without express consent from event management. **ALL WORK DISPLAY AND STORAGE WILL NOT GO BEYOND THE ASSIGNED SPACE.** Your booth should not interfere with the neighbor's booth.
- 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 (i.e. trees, benches, road signs, etc). Each exhibitor is responsible for his/her own display in case of loss or damage.
- Exhibitors should be timely in arrival and expedite setup in a swift fashion. All vehicles must be removed from the festival site once all gear/merch has been unloaded. Tardy exhibitors may be excluded from setting up.
- Set-up and breakdown times will be strictly enforced. As the event approaches, we will assign you a specific load in time that you will be responsible for adhering to. 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 30 minutes 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.