

2020 CAROLINA BIBLE CAMP *Bluegrass Festival*



Vendor Guidelines

GENERAL BOOTH INFORMATION

- No food vendors will be permitted. Only Carolina Bible Camp will be permitted to sell food and beverage items at the festival
- No sales of music CDs will be permitted. Only CBCBF participating artists will be permitted to sell music CDs. (A music store vendor booth would be permitted to sell instruments, sheet music, tuning instruments, etc., but not CD's or DVD's by any artists.)
- No alcohol, tobacco, or firearms/weapons of any kind will be permitted for sale or for personal use.
- No item bearing the Carolina Bible Camp logo or Carolina Bible Camp Bluegrass Festival logo may be sold by any vendor other than Carolina Bible Camp without prior permission.

Vendors at CBCBF will be invited to participate through a selection process conducted by members of the Carolina Bible Camp Board of Directors.

Vendor must have:

- A 10'x10' tent and any tables and chairs to be used in that space. Please do not set up furniture or wares beyond your 10'x10' space.
- A sign naming your tent or product
- Quality merchandise
- Courteous, friendly, music---loving personnel whose conduct and attire will be appropriate to Carolina Bible Camp

All business activity must be conducted within the designated booth space only. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the Bible camp grounds.

SET--UP

Vendor check--in will be the Saturday of the festival from 9:00 am until 10:00 am at Carolina Bible Camp's Main Shelter. Upon checking in, you will be assigned a location to set up your tent and merchandise. After setting up, you will need to move your vehicle immediately to the designated parking lot. You can expect curiosity and sales as the public moves in – music will not begin until 11:00 am. Advance setup the day/night before the festival is available if coordinated with the festival executive director.

SIGNAGE

All vendor spaces must have a sign. Signs should not exceed 3 feet by 8 feet and may include only the vendor name or logo (no other brand names or logos). CBCBF retains the right to remove any inappropriate signage.

HOURS OF OPERATION

The CBCBF vendors should be open to the public on Saturday of the festival from 10:00 am until 6:00 pm. Live music will continue from 11:00 am until approximately 6:00 pm. Vehicles will not be allowed into the vendor area until 6:45 pm to allow for crowd dispersion.

VENDOR CREDENTIALS

Each 10'x10' space receives four (4) wristbands for admission to the CBCBF for Saturday of the festival. Vendors will not be permitted to bring assistants to the grounds without a wristband. Additional wristbands may be purchased at the gate. Each 10'x10' space will receive one parking pass for Saturday.

PRODUCT RESTRICTIONS

- No glass containers, breakable plastic, alcohol, tobacco products, illegal drugs or firearms are allowed on the festival grounds, including camping areas. If you market products that are made of glass or other breakable materials, you will be required to supply and use packing materials such as boxes or bubble wrap as the product is sold to ensure safe transport throughout the festival.
- You may sell only those items listed on your application form and previously approved by the CBCBF Vendor Selection Committee. You may not sell any additional items without the express consent of the committee. ***CBCBF reserves the right to perform vendor merchandise audits throughout and request removal of nonconforming items.***
- Again, no food or beverage products of any kinds are to be sold by vendors. No musical CDs or DVDs may be sold. No illicit products may be displayed in any form. This includes, but is not limited to any product that represents or implies drug use, drug paraphernalia, pornography, criminal activity, or violence; the definition of what constitutes these terms is at the discretion of the CBCBF Board of Directors.
- No product or service bearing the CBCBF name or logo may be sold or marketed except by CBCBF itself without prior permission.
- CBCBF may, at its discretion, remove any vendor, merchandise, or display that does not conform to CBCBF rules.

WEATHER

This event takes place rain or shine. Vendors should be prepared for inclement weather. All tents are located on a grassy area, not pavement; please plan accordingly.

ELECTRICITY

Electricity will not be available to vendors. Generators and internal combustion engines will not be allowed. Propane lanterns and open-flame apparatus will not be allowed.

TAXES

The collecting and reporting of any taxes is the responsibility of all vendors who engage in retail sales. An application fee for North Carolina Sales Tax license is no longer required, but you must obtain a NC

Sales Tax Number. If you need to acquire a NC Sales Tax Number, please contact the NC Department of Revenue at www.dor.state.nc.us, application form AS/RP1 or call 1-877-252-3052.

FESTIVAL POLICY

CBCBF will be held rain or shine. We recommend bringing appropriate clothing.

For your safety and the consideration of all guests and our camp, **the following are restricted from**

CBCBF:

- All tobacco products (including chewing tobacco and vaping products/devices)
- Alcoholic beverages and illegal drugs
- Pets
- Unauthorized ATVs, golf carts, Segways and bicycles.
- Unauthorized video or audio recording (contracts with our artists may forbid audio/video recording)
- Glass containers
- Unauthorized tents or canopies in concert areas

No one is permitted backstage or in the artists' cabins without proper credentials and authorization.

APPLICATION PROCEDURE

To apply, please complete and return the following, postmarked on or before the deadlines stated in the forms:

- Complete and sign the VENDOR APPLICATION for the CBCBF form including detailed product descriptions and prices of each and every item you intend to sell.
- Mail to Lisa Brewer, c/o Brewer, Brewer, P.O. Box 225, Wilkesboro, NC, 28697.
- Include any samples (photos, websites, etc.) you may have to convince us of the appropriateness and uniqueness of your products.

ACCEPTANCE

- Acceptance notifications will be mailed or emailed to vendors as soon as possible.
- Vendor fees of \$50 per 10'x10' booth space will be due within 10 days acceptance letter is mailed. Fee is to be a check made payable to "Carolina Bible Camp" with "CBCBF Vendor Fee" in the memo. All returned checks will be an automatic cancellation of acceptance.
- No vendor will be allowed to set up on festival grounds unless full payment has been received.
- It is understood that any policies, procedures or instructions that have been sent to vendors of the festival at anytime are considered a part of the agreement.

CANCELLATION/REFUND POLICY

Cancellations received BEFORE September 1 will receive a full refund of all fees paid. Cancellations must be received in writing. No refunds will be provided for cancellations received after the close of the business day on September 1.

COMPLIANCE

Discrimination against any employee or customer because of race, religion, color, ethnicity, or disability will result in immediate expulsion from the event. Failure to comply with the guidelines stated in this document and/or the instruction of CBCBF staff may also result in expulsion from the festival.

INDEMNITY

The vendor hereby agrees to indemnify and hold harmless the Carolina Bible Camp Board of Directors, Carolina Bible Camp and assignees against any and all claims, damages, liabilities (including, but not limited to, liability for personal injury, property loss, and liability for breach of confidentiality), costs and expenses, including, without limitation, reasonable legal fees and costs arising out of any event sponsored by or associated with the festival, or resulting from any third party action of any kind, or incurred for by reason of breach of signee of any of the obligations, warranties, agreements, covenants or representations herein contained.

FORCE MAJEURE

The festival shall not be held responsible for events beyond the festival's control, such as, without limitation, acts of God, acts of war, terrorism, strikes, or governmental restrictions, or for acts of omissions of persons, entities or companies, not controlled by it, such as, without limitations, police officials and government entities. All activities described or referred to herein are deemed to be for the period of the date of the festival unless otherwise noted.

CONTACT INFORMATION

CBCBF Vendor Coordinator

Lisa Brewer

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