



13th Annual

Selma All-American Festival

Dear All-American Festival Vendor,

Summertime is almost here and Selma Parks and Recreation Department is in full swing for the fast approaching All-American Festival. The date for this year's festival is Monday, July 4. We expect a terrific crowd with a flow of families, local residents and vacationers exceeding 5,000 people throughout the festival to enjoy our live music, vendors, children's area and fireworks.

We have enclosed a copy of our rules and regulations that we ask you to read carefully. Please note that some of our rules have changed to better accommodate the needs of our vendor and festival participants. Please be sure to sign the bottom of your vendor application, verifying that you have read, understand and agree to the rules for our festival.

All vendors' exhibition will be held on Monday, July 4, 2016, from 5:00 p.m. to 10:00 p.m. There is no cost for visitors to attend; however, the cost for all vendors is \$75 per booth. A 15' x 15' outdoor space is provided for each booth area. Our "early bird discount" cut off for registration is Friday, June 3, 2016. Any application received before this date will receive a \$25.00 discount. Also, please note that we cannot guarantee vendor spots after this date.

Remember that the N.C. Department of Revenue is requiring ALL vendors to report their Certificate of Registration Number as related to sales taxes. Please include this information on your form. We have provided links for more information regarding this requirement on our vendor rules.

If you are a food vendor, you will be required to fill out an application for a temporary food establishment permit. This information will be mailed to you upon receipt of your application for our festival. You must fill out the necessary information and send it to the Johnston County Health Department in order to participate in the festival. We will not accept any more food vendors as of close of business day on Friday, June 17, 2016. Please reserve your space as soon as possible.

NEW THIS YEAR

The All-American Festival is encouraging all participants to register online for this year's event. You may do this by going to the Town of Selma (www.selma-nc.com) Parks and recreation and selecting registration. Login/Create Account. Select Events and choose All-American to complete registration.

If you would like to pay by debit or credit card, add the event to your shopping cart and check out.

If you need further information, please feel free to contact us at (919) 975-1411. We look forward to seeing you at this year's All-American Festival.

Sincerely,

Joni Hubble-Zeneberg

All-American Festival Committee

2016 Selma All-American Festival Vendor Rules

Application Deadlines:

1. Our “early bird” cut off for registration is Friday, June 3, 2016. Any entry received before this date will receive a \$25.00 discount. If there are no available spaces upon receipt of the late application, the fees will be refunded.
2. No refunds will be given after Friday, June 10, 2016.

Participants:

1. Only those individuals who fill out a complete application, pay the appropriate fee and receive approval from the Selma All-American Festival Committee will be permitted to display and sell.
2. Vendors will be accepted on a first come, first serve basis.
3. The Selma All-American Festival Committee offers no guarantee that one vendor will have a monopoly on a specific item offered for sale.
4. The Selma All-American Festival Committee reserves the right to determine suitability and approval of all items entering festival grounds.
5. The Selma All-American Festival Committee reserves exclusive right to the All-American name and logo and use thereof and no items may be sold displaying the logo without prior permission from the Selma Railroad Days Festival Committee.
6. The Selma All-American Festival Committee has exclusive rights to All-American T-shirt sales and souvenirs.
7. Each vendor is responsible for collecting and reporting sales tax. Remit to:
Sales and Use Tax Division ~ NC Department of Revenue ~ PO Box 25000 ~ Raleigh, NC 27640
8. All vendors are required to have a Certificate of Registration number from the N.C. Department of Revenue, and the certificate must be on display during the festival.
 - a. To apply, go to: <http://www.dornc.com/electronic/registration/index.html>
 - b. For a checklist before applying, go to: <http://www.dornc.com/electronic/registration/checklist.html>
 - c. For more information, go to: <http://www.dornc.com/taxes/sales/specialty.html>

Booth Space:

1. Booth spaces for all vendors will be 10' x 15'. All booth structures must be within the confines of the allotted space. The entirety of a vendor's set-up must be inside a 10' x 15' space; otherwise, the vendor will be charged an additional \$5.00 per foot exceeding set limit. (This includes trailer hitches, trailer tongues, tables, serving areas, etc.)
2. Exhibitors shall arrange food, arts & crafts and commercial booths so that they will not interfere or obstruct the view of other booths.
3. Spaces will be assigned to contribute to the overall concept of the festival. There is no guarantee of receiving a particular or requested booth location.
4. Exhibitors are responsible for setting up their own booths. No tables, chairs, electrical cords, water hoses, etc. will be provided.
5. Spaces are provided for the exclusive use of the applicant and only for the activity approved by the Selma All-American Festival Committee.
6. The Selma All-American Festival Committee reserves the exclusive right to separate booths by types: Food, Arts and Crafts, Commercial and Information vendors as it feels is in the best interest of the festival.
7. All booths are expected to be attractive and in good taste.

Festival Hours:

1. The 2016 Festival will operate from 5:00 p.m. to 10:00 p.m. on Monday, July 4th.

2. **No vendors may dismantle and leave prior to 10:00 p.m. on the day of the festival except in the event of inclement weather or under the direction of the Selma All-American Festival Committee. If you leave early you jeopardize the possibility of acceptance at future All-American festivals.**
3. Due to safety concerns, NO vehicles are permitted in the festival area before 10:00 p.m. on Saturday for the dismantling of booths.
4. No overnight parking or campers will be permitted in the mall or surrounding area.

**In the event of rain, the festival will continue if at all possible. If severe weather conditions force the cancellation of entertainment, activities will be scheduled to take place on Tuesday, July 5, 2016 if possible. No refunds will be given to any vendors due to weather delays or cancellations.

Setup Times: Monday, July 4th: 3 p.m. – 4:30 p.m.

Vendor Check-In:

1. Upon arrival at the vendor area, please check in with Vendor Committee personnel to determine the exact location of your allotted space.
2. Food Vendors with trailers are strongly encourage to set up at 3:00 p.m. to ensure fitting into your vendor space.

Unloading:

1. Unload your vehicle at your space and immediately park your vehicle in a designated lot. You may then return to your booth for set up. Your vehicle must be out of the festival area by 4:00 p.m.
2. Do not leave your vehicle parked in the street while you set up. This blocks vendors behind you who are trying to unload.
3. Bring as few vehicles as possible into the festival area. This is always a challenge on festival morning and your cooperation is appreciated in advance.

Power:

1. Generators are not permitted during the festival.
2. **Electricity is available for an additional fee of \$25.00 per 15 amps of power (equal to one basic electrical outlet) and must be indicated on your Vendor Application.**
3. A limited amount of power is available for vendors and is provided on a first come basis.
4. Be sure that all electrical cords are heavy duty and appliances are in excellent condition. The Selma All-American Festival Committee and/or the Town of Selma Fire Department reserves the right to immediately shut down any vendor whose equipment and/or electrical cords appear to be substandard or unsafe.
5. Power will not be available on festival afternoon to any vendor that has not applied and paid for power in advance with their application.

Water:

1. You must note on your Vendor Application if you need water.
2. Although there is no charge, there is a limited number of water connections available and these are assigned on a first come basis.
3. Water connections will not be available on festival afternoon to any vendor that has not applied and noted their need for water on their original application.

Safety:

1. Vendors are not permitted to sell any items that may be perceived dangerous. The Selma All-American Festival Committee reserves the right to make the final decision on all items.
2. No pop rocks, flying stars, boom boxes, string in a can, animals, bikes, skateboards, scooters or other items that could be dangerous or restrict public safety are permitted.
3. No alcoholic beverages are permitted on city property at the festival.

Food Vendors:

1. The Selma All-American Festival Committee reserves the right to approve all foods. The decision of the Selma All-American Festival Committee will be final.
2. Vendors are permitted to sell drinks.
3. All food vendors are required to abide by the rules and regulations developed by the Johnston County Health Department and the Town of Selma Fire Department. The Johnston County Health Inspector will inspect all food vendors prior to the festival. Upon our receipt of your vendor application and payment, we will send you the health and safety information provided by the Johnston County Health Department. You will then need to fill out and return to the Johnston County Health Department the Application for a Temporary Food Establishment Permit. Any questions regarding these regulations should be addressed directly to the Johnston County Health Department.
4. Deliveries to your food booths are permitted, but they should be handled expediently. In order to enter the vendor area for said delivery, a member of the All-American Festival Committee must accompany the vehicle for safety reasons. Your cooperation is appreciated as traffic will be supervised and parking enforced. The All-American Traffic Committee will be on hand with the support of the Selma Police Department to assist you.
5. It is your responsibility to have at all times an approved fire extinguisher located inside your booth. Fire extinguisher should be an ABC type and have a current inspection tag. Your booth will be inspected by the Fire Marshal. A Type K fire extinguisher is required for vendors cooking with grease or that are using deep fat fryers.
6. No open fires are permitted in the festival area unless prior arrangements have been made with the Town of Selma Fire Marshal.
7. **The Selma All-American Festival Committee will not accept any Food Vendors after close of business on Friday, June 17, 2016.**

Release: The Selma All-American Festival Committee and the Town of Selma are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The Selma All-American Festival and the Town of Selma cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. All decisions of the Selma All-American Festival Committee will be final.

I understand my fees are non-refundable after Friday, June 10, 2016. I also agree to be responsible for collection of North Carolina States Sales Tax.

Only those who have completed the requirements will be allowed to participate in the Selma All-American Festival. You will receive a confirmation packet with instructions about how to enter the festival area in June.



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Selma All-American Festival

Vendor Application

Company Name: _____

Contact Name: _____ Contact Person Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

N.C. Department of Revenue Certificate of Registration Number: _____

List all items you wish to sell including prices within the box below– Be Specific

Information Vendor Only

Briefly describe purpose and promotional items within the box below – Be Specific

Do you need Electrical: YES NO
*Electric Supply is limited and is equivalent to 15 AMPS.
additional, please contact the Railroad Days Committee.

Do you need Water: YES No
If requires

Number Requested	Early Bird Discount (by June 3rd)	Total Due
_____ # of 10' x 15' Vendor Booth at \$75.00	\$50.00	= \$ _____
_____ # of Food Vendor Fire Inspection Fee (Required) at \$10.00		= \$ _____
_____ # of Electrical Outlets (If Applicable) per 15 AMPS at \$25.00		= \$ _____
_____ # of Extra Booth Space (If Applicable) per foot at \$5.00		= \$ _____
	Grand Total	\$ _____

*There will be \$30.00 service charge for any returned check.

Paper Application submitted must include the following:

- 1. Full Payment; Make check or money order payable to "Selma All-American Festival"**
- 2. Photographs of the booth display and merchandise**

COMPLETE & RETURN TO: Selma Railroad Days~ 305 N. Pollock, Selma, NC 27576

My signature verifies that I have read and understand this agreement of the Selma All-American Festival rules to participate as a vendor.

Signature

Date