



# SELMA RAILROAD DAYS 2016

100 NORTH RAIFORD STREET  
SELMA, NC 27576

Dear Railroad Days Vendor,

We are pleased to invite you to apply as a vendor for our 41st Annual Railroad Days Festival, scheduled for October 1, 2016. Previous festivals had an attendance in excess of 10,000 festival goers on Saturday. We expect this year's festival to be even larger and would like for you to be involved.

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. Please also include the appropriate fee for the type of booth for which you are applying. Our "early bird discount" cut off for registration is Friday, August 12, 2016. Any application received before this date will receive \$25 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 Wednesday, September 14, 2016. Please reserve your space as soon as possible.

## NEW THIS YEAR

The Selma Railroad Days 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](http://www.selma-nc.com))/ Parks and Recreation and selecting registration. Login/Create Account. Select events and choose Railroad Days 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 the office at (919) 975-1411. We look forward to seeing you this year at Railroad Days.

Sincerely,

*Joe Carter*

Joe Carter  
Railroad Days Chairman

## 2016 Selma Railroad Days Festival Vendor Rules

### Application Deadlines:

1. Our “early bird discount” cut off for registration is Friday, August 12, 2016. Any entry receive 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, September 2, 2016.

### Participants:

1. Only those individuals who fill out a complete application, pay the appropriate fee and receive approval from the Selma Railroad Days Festival Committee will be permitted to display and sell.
2. Vendors will be accepted on a first come, first serve basis.
3. The Selma Railroad Days Festival Committee offers no guarantee that one vendor will have a monopoly on a specific item offered for sale.
4. The Selma Railroad Days Committee reserves the right to determine suitability and approval of all items entering festival grounds.
5. The Selma Railroad Days Committee reserves exclusive right to the Railroad Days 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 Railroad Days Committee has exclusive rights to Railroad Days 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.dornrc.com/electronic/registration/index.html>
  - b. For a checklist before applying, go to:  
<http://www.dornrc.com/electronic/registration/checklist.html>
  - c. For more information, go to: <http://www.dornrc.com/taxes/sales/specialty.html>

### Booth Space:

1. Booth spaces for commercial, food, and arts and crafts vendors will be 10' x 15'. Booth spaces for information vendors will be 10' x 10'. 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 (10' x 10' for information vendors); 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 Railroad Days Committee.
6. The Selma Railroad Days 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.
8. The charge for each reserved space, regardless of size, is determined by the type of vendor as indicated on the Vendor Application Form.

9. **All Arts & Crafts vendors must sell or display handcrafted items only. The exhibitor must be the originator of the items being sold – no “buy/sell”.**

#### **Festival Hours:**

1. The 2016 Festival will operate from 8:00 a.m. to 5:00 p.m. on Saturday, October 1st.
2. **No vendors may dismantle and leave prior to 5:00 p.m. on the day of the festival except in the event of inclement weather or under the direction of the Selma Railroad Days Festival Committee. If you leave early you jeopardize the possibility of acceptance at future Railroad Days festivals.**
3. Due to safety concerns, NO vehicles are permitted in the festival area before 5:00 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 rescheduled to take place on Sunday, October 2, 2016, if possible. No refunds will be given to any vendors due to weather delays or cancellations.

**Setup Times:** Saturday, October 1st: 6:00 a.m. – 9:00 a.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 6:00 a.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 8:30 a.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 Railroad Days 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 morning 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 morning 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 Railroad Days 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 Railroad Days Committee reserves the right to approve all foods. The decision of the Selma Railroad Days 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 Railroad Days Committee must accompany the vehicle for safety reasons. Your cooperation is appreciated as traffic will be supervised and parking enforced. The Railroad Days 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 Railroad Days Committee will not accept any Food Vendors after close of business on Wednesday, September 14, 2016.**

**Release:** The Selma Railroad Days 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 Railroad Days 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 Railroad Days Committee will be final.

I understand my fees are non-refundable after Friday, September 2, 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 Railroad Days Festival. You will receive a confirmation packet with instructions about how to enter the festival area in September.



# SELMA RAILROAD DAYS 2016

## Vendor Application

Please fill out the form below. (Print clearly)

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: \_\_\_\_\_

### Classification of Vendor Types

Arts & Crafts Vendor: All items for sale must be handcrafted items only. The exhibitor must be the originator of the items being sold – no “buy/sell”.

Commercial Vendor: Selling any other items or goods. Includes Mary Kay, Scentsy, Origami Owl, Pampered Chef, etc.

Food Vendor: The sale or distribution of any food or beverage.

Information Vendor: To provide information on a civic organization or political candidate. No sales are allowed.

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

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Information Vendor Only

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

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Do you need Electrical: YES  NO

Do you need Water: YES  No

\*Electric Supply is limited and is equivalent to 15 AMPS.

If requires additional, please contact the Railroad Days Committee.

Number Requested	Early Bird Discount (by August 12 <sup>th</sup> )		Total Due
_____ # of 10' x 15' <b>Arts &amp; Crafts Vendor</b> at \$75.00	<b>\$50.00</b>	=	\$ _____
_____ # of 10' x 15' <b>Commercial Vendor</b> at \$175.00	<b>\$150.00</b>	=	\$ _____
_____ # of 10' x 15' <b>Food Vendor</b> at \$225.00	<b>\$200.00</b>	=	\$ _____
_____ # of 10' x 10' <b>Information Vendor</b> at \$125.00	<b>\$100.00</b>	=	\$ _____
_____ # of <b>Food Vendor Fire Inspection Fee</b> (Required) at \$10.00		=	\$ _____
_____ # of <b>Electrical Outlets</b> (If Applicable) per 15 AMPS at \$25.00		=	\$ _____
_____ # of <b>Extra Booth Space</b> (If Applicable) per foot at \$5.00		=	\$ _____
	<b>Grand Total</b>		<b>\$ _____</b>

\*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 Railroad Days”**
- 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 Railroad Days rules to participate as a vendor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date