



Dear Nonprofit Vendors,

The Town of Selma invites you to help us celebrate our town's history with the railroad. This year's 47th Selma Railroad Days festival will be held in Downtown Selma, October 7-9th, 2022. We are looking forward to opportunities to build lasting memories and make this year's festival one to remember. Railroad Days is the largest event in Selma!

This year's three-day festival will have vendors and entertainment, Friday, October 7th, from 2:00 p.m. till 6:00 p.m., Saturday, October 8th, from 9:00 a.m. till 9:00 p.m., and Sunday, October 9th from 12:00 p.m. till 6:00 p.m. For applications to be considered, **all vendors** are required to **submit a booth and merchandise description for what they are selling** with their applications (use the **booth and merchandise description** to list all your items). You will be notified if there are booth and merchandise description conflicts.

The Selma Railroad Days committee reserves the right to deny applicants or to limit merchandise provided by the vendor. Vendors cannot be guaranteed that other vendors will not duplicate the type of crafts or items being sold. This is an inclusive, family-friendly event, festival directors reserve the right to deny admittance to anyone whose work is deemed offensive or questionable.

If you have a question, please contact us before you apply. **Priority will be given to vendors who can participate on all three days of the festival!**

Please review and complete the enclosed Nonprofit Vendor form for the 2022 Selma Railroad Days festival! Vendor spots are limited and will fill up fast. Your spot will not be reserved until payment is received in full. Submission of your vendor application is a contract between the Town of Selma, North Carolina, and the vendor to show an agreement by the vendor to adhere to policies and rules outlined in the application.

***Selma Railroad Days will run on the scheduled dates regardless of weather and registration fees are non-refundable.**

You can return your completed Nonprofit form via email to Alyssa Fox, Selma Parks and Recreation Director at afox@selma-nc.com, or by mail to 112 E Anderson St, Selma, NC 27576 If you have any questions feel free to reach me by phone at 919-965-9841 or email.

Respectfully yours,

Alyssa Fox
Parks and Recreation Director
Town of Selma



Yes, I want to be a Nonprofit Vendor at the 2022 Selma Railroad Days to be held on Friday, October 7th, Saturday, October 8th & Sunday, October 9th, in Historic Downtown Selma.

BUSINESS NAME: _____

PRIMARY CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

NC Dept of Revenue Registration Number (Required for vendors selling items): _____

Employer Identification Number (EIN): _____

EMAIL: _____ PHONE: _____

*All festival communications will be directed to the primary contact at the email address provided.

BOOTH AND MERCHANDISE DESCRIPTION (S) Please list all items you are selling or promoting.

The Selma Railroad Days Festival Committee reserves the right to accept or deny any registration forms. Priority will be given to Vendors that can commit to all 3 days of the festival. Beginning June 15, Vendors will be notified of approval within two weeks of the application being received.

VENDOR FEES

___ Number of spaces needed (10' wide x10' deep)

Friday October 7th 2:00 p.m. to 6:00 p.m. (Only) \$100.00 per space \$ _____

Saturday October 8th 9:00 a.m. to 9:00 p.m. (Only) \$150.00 per space \$ _____

Sunday October 9th 12:00 p.m. to 6:00 p.m. (Only) \$75.00 per space \$ _____

Friday October 7th & Saturday (Only) \$220.00 per space \$ _____

Friday, Saturday & Sunday \$300.00 per space \$ _____

Electricity needed: ___yes ___no \$25.00 per space, Availability is limited! \$ _____

Total Enclosed \$ _____

Payment can be remitted by check to Selma Railroad Days, 114 North Raiford St. Selma, NC 27576, or by credit card over the phone (requires an additional 3.5% processing fee). Thank you for your support! If you have any questions, please contact Alyssa Fox at, 919-965-9841 ext. 8001.

*Please note, Selma Railroad Days Festival is a RAIN OR SHINE event! Registration forms must be received in the office no later than September 1st, 2022!

*Please submit payment within 1 week after receiving approval notification to secure your spot!



Nonprofit Vendor Policies and Rules

Vendors are required to initial beside each policy and rule; that you have read and agree to adhere to them. Submit this document with your application to be considered:

I understand that Selma Railroad Days Festival is a **RAIN OR SHINE** event! Registration forms must be received in the office no later than **September 1st, 2022!** I understand that there will be **no refund issued for my registration fee once it has been submitted.**

Initial: _____

Vendor hours:

All vendors are required to stay open from:
Friday, October 7th, 2:00 p.m. to 6:00 p.m.
Saturday, October 8th, 9:00 a.m. to 6:00 p.m.
Sunday, October 9th, 12:00 p.m. to 6:00 p.m.

* Due to safety reasons, vehicles will not be allowed back into the streets until after the festival closes each day. All vendors will be **required** to be open during festival hours at their assigned locations. Vendors will **not** be allowed to close their booths before the end of festival hours at their assigned locations. This rule applies to **every** vendor.

Initial: _____

Nonprofit Vendor:

All non-profits must make an application to the Selma Railroad Days Committee. An accurate description of what your organization will be promoting, doing, and/or selling products must be provided in the **booth and merchandise description section of the application. A clear photo representing each category you are entering must be forwarded with your application, even if you are a returning exhibitor.**

The applicant/organization can give away information about the organization. The photos will be used in selecting nonprofits and eliminating ineligible applicants. Be sure to include **clear photos as they determine your acceptance to the festival. Photos will not be returned!** Submission of an application does not guarantee booth space. Vendors will be notified once an application has been approved and will have 1 week to issue payment to secure booth space. Selma Railroad Days committee members and festival directors have sole discretion on the acceptability of work and reserve the right to remove any items from exhibitor's booths. Vendors cannot be guaranteed that other vendors will not duplicate the type of crafts or items being sold. Each booth space will measure approximately 10' wide x 10' deep. Vendors will need to supply their table(s), chair(s), staff, drop cords, and tents if they desire them.

Initial: _____

Set-up:

Once your registration is received, approved and full payment has been made, you will receive an email with complete instructions on arrival time and set up within **two weeks** of the festival. Please follow all signage as you arrive. Bring as few vehicles as possible into the festival area. Unload your vehicle in your space. Then park your vehicles in the designated lot, then return to your booth for setup. **Do not leave extra vehicles parked on the side of the street while you set up.** This will prevent you from blocking other vendors from trying to unload.

Initial: _____

Power:

If you need electricity you pay an extra \$25.00 electricity charge per space. There will be limited spots available. Please be sure that all electrical cords are heavy-duty and can be used outdoors. If you do not have the proper equipment needed to plug into our outlets, you will not be able to use our electricity. We will not be providing an alternate outlet for you. Do not run your extension cords through the water. You



will also need to have a cord cover (i.e. rubber mat, appropriate tape, etc.) to put over your cord to avoid anyone tripping. Tampering with electrical outlets or panels is prohibited and will result in a \$500 tampering fee and dismissal from the festival and future events in the Town of Selma.

Initial: _____

Booth Space:

Each vendor will be assigned specific booth space. The Booth area must be staffed throughout the day by you. Vendors are expected to keep their spaces in good order during the festival. Displays must stay within the perimeters of the assigned space. All boxes must be stored out of sight. Each vendor is responsible for the safety and securing of your booth merchandise. There will be overnight security. However, the Town of Selma and the management of Selma Railroad Days are **NOT** responsible for any losses or damages. Vendors and their staff are required to remain within their assigned booth area. Solicitation, strolling sales, wandering to pass out information, handbills, or brochures is prohibited during the festival. There is no selling or giving away drinks including water at non-food booths unless authorized by the Selma Railroad Days committee. Violation of this rule will result in vendors being asked to leave the festival immediately.

Initial: _____

Re-Stocking:

Approximately 10,000 people attended Selma Railroad Days in 2019. You may need to restock supplies during the event. Be prepared to transport your supplies by walking or wheeling them to your booth from the end of the street during the festival. Vehicles will not be allowed on festival streets from 12:00 p.m. to 10:00 p.m. on Friday, 8:30 a.m. – 10:00 p.m. on Saturday, and 10:00 a.m. to 7:00 p.m. on Sunday.

Initial: _____

Breakdown:

Breakdown time will be between 9:00 p.m. to 10:30 p.m. Friday, 9:00 to 10:30 p.m. Saturday, and 6:00 pm-7:00 pm Sunday only. Vendors are responsible for cleaning up after themselves and throwing away their trash in bins located throughout the festival. If any “trace” is found (i.e. trash, paper, goodie bags, etc.) from a vendor after the festival, that vendor will be unable to participate in future festivals.

Initial: _____

Street Closures:

Due to safety concerns Raiford Street will remain closed to vehicle access from, 12:00 p.m. to 10:00 p.m. on Friday, 8:30 a.m. – 10:00 p.m. on Saturday, and from 10:00 a.m. to 7:00 p.m. on Sunday. Vendors are responsible for unloading and disassembling their booths in the designated area during their assigned time. Other streets may be blocked (and will be listed in your arrival instructions before the festival). **SET UP MUST BE COMPLETED, AND ALL VEHICLES MOVED OUT OF THE FESTIVAL AREA BY 11:00 AM FRIDAY, 8:30 AM SATURDAY, AND 11:00 AM SUNDAY.**

Initial: _____

North Carolina Department of Revenue Certificate of Registration:

Vendors conducting sales must prominently display their valid certificate of registration from the North Carolina Department of Revenue. More information can be found at <http://www.dornrc.com>.

Initial: _____

Sales Tax:

Vendors are responsible for collecting and reporting sales tax. You can get your North Carolina Sales Tax ID Number if you don't already have one. This can be obtained by filling out an NC-BR form or completing the form online. The website of the NC Department of Revenue is www.dornrc.com. You can also call the NC Department of Revenue for information at 1-877-252-3052.

Initial: _____



Code of Conduct:

Selma Railroad Days is an inclusive environment and festival safety is critical to all of us! We all must work together to have a memorable and safe Selma Railroad Days festival. All vendors are required to follow all rules and regulations set forth by the Town of Selma. Vendors must conduct themselves professionally and courteously when interacting with festival-goers, fellow vendors, and festival organizers. All printed or visible materials must have clean and appropriate language. Vendors failing to follow this rule will be asked to shut down booth operations and will be escorted out of the festival area. Registration fees will not be refunded and you will not be allowed back to future festivals.

Initial: _____

Please print, sign and date indicating that you have read and agree to the policies and rules.

Printed Name: _____ **Signature:** _____

Date: _____

For additional information, please contact Alyssa Fox, Selma Parks and Recreation Director at afox@selma-nc.com, or by phone at 919-965-9841 or by email.



RELEASE

By signing below, you understand and agree to comply with the following:

- I understand it is the SelmaRailroad Days Committee's right to deny any applicant, even if they have participated in the past.
- I agree to show or sell only items listed above. FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE FESTIVAL WITH NO REFUNDS OR FEES PAID.
- PLEASE NOTE THIS IS A RAIN OR SHINE EVENT!
- I understand that reasonable security will be provided, but I will not hold Selma Railroad Days Festival, Town of Selma North Carolina, County of Johnston, or their representatives liable for loss, damage, or injury. I further agree to indemnify, save harmless, and defend The Town of Selma North Carolina, and its successors in interest from and against any claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about Selma Railroad Days festival ground where the vendor booth is located, or while going to or departing from the same, and to indemnify and save harmless Selma Railroad Days festival, its successors in interest from any liability that Selma Railroad Days festival may suffer as the result of acts of negligence, fraud or misconduct of any vendors agent or employees on or about the Selma Railroad Days festival grounds.
- I release Selma Railroad Days festival from any liability for loss or damage to property and merchandise used by the vendor in the operation of the concession due to theft, fire, storm, flood, and damages through any force of nature or otherwise.
- I further grant Selma Railroad Days and the Town of Selma North Carolina, permission to use any photographs, motion pictures, recordings, or any other record of my participation in the festival for any legitimate reasons.

SIGNATURE: _____

PRINTED NAME _____ DATE: _____

Please mail the completed application along with the vendor fee. **Selma Railroad Days, 112 E Anderson St. Selma, NC 27576**, or by **credit card over the phone (requires an additional 3.5% processing fee)**. For additional information, please contact **Alyssa Fox at afox@selma-nc.com or by phone at 919-965-9841, ext: 8001**. : APPLICATIONS MUST BE RECEIVED BY: **September 1, 2022**. Selma Railroad Days festival logo is the property of the Town of Selma North Carolina and cannot be used without permission.