



## **2023 REMEMBRANCE ON THE RIVER FESTIVAL VENDOR RULES**

**APPLICATION DEADLINE:** The deadline for all applications is April 30, 2023.

The Remembrance on the River Festival accepts vendors on a first come, first served basis. We limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required documents is to your benefit.

**BOOTH SPACE:** Booth spaces are 10' x 10'. Vendors are responsible for providing their own tables, chairs, electrical cords, etc. Exhibitors must arrange their booths so as to not interfere or obstruct view of other booths. The ROTR Vendor Committee assigns booth spaces. There is no guarantee of receiving a particular or requested booth location.

**SAFETY:** Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun ROTR Festival. ALL vendors are required to have a fire extinguisher and utilize a flame-resistant tent with their booth. There is a requirement to anchor tents, tarps and canopies to withstand wind and prevent collapse. The Weldon Fire Inspector will inspect all vendor booths for compliance with the North Carolina Fire Prevention Code. Vendors may not sell knives, mock guns, pop rocks, play cigarettes, inappropriate adult materials, etc. An inspector from the Halifax County Health Department will inspect food vendors on festival morning. Food vendors must comply with all requirements to receive a Food Handling Permit, and they must submit a separate application and fee with the Halifax County Environmental Health Department prior to the festival. Electrical cords must be heavy duty with no visible signs of damage, and appliances must be in excellent operating condition. The Remembrance on the River Festival is not responsible or liable for the failure of any vendor to comply with these safety requirements, and it reserves the right to take any action, up to and including shutting down a vendor's operation for the remainder of the day for failure to comply. No refunds will be given in these cases.

**PARTICIPANTS:** Only those individuals who submit all necessary documents indicated on the application and receive approval by the ROTR Committee may display and sell.

**FREE BEVERAGES** Vendors are prohibited from distributing free beverages (bottled water, canned sodas, etc.), as this creates problems for vendors selling these items.

INSURANCE: ALL vendors at the ROTR Festival must provide a certificate of insurance. The ROTR will offer user liability coverage in place of a certificate of insurance at a cost of \$70 for arts and crafts, information and nonprofit vendors only. Food vendors, ride operators, those providing animal attractions, and all face painters, among others, must provide a certificate of insurance that lists the ROTR Festival, Inc. as an additional insured. Address, 100 Rockfish Drive, Weldon, NC. 27890.

FESTIVAL HOURS: The Festival operates from 10:00 am to 7:00 pm on Thursday, May 25, 2023 and each day following through Sunday, May 28, 2023. Sunday the festival will have a closing ceremony close 5 pm.

All booths are required to stay open each day for the duration. Vendors should not break down and physically leave the festival area prior to the daily closing times. This applies to NON-PROFIT, CIVIC, CHURCH, groups, ETC. Due to safety concerns, streets will remain closed to vehicle access on Saturday from 9:30 am to 7:00 pm. Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated time frames.

SETUP TIMES: Thursday, May 25 \* Friday, May 26 \* Saturday, May 27 \* and Sunday, May 28: 7:00 am to 9:30 am. Food Vendors must be unloaded and in place by 8 am on Sat. and Sun.. \* The Vendor Committee will direct vendors to their spaces during these setup periods. Food Vendors with trailers are strongly encouraged to set up on Thursday. Should you need to set up on Wednesday, times will need to be approved and confirmed prior to the event.

VENDOR CHECK-IN: Thursday Morning Check-In: Please report to the \_\_\_\_\_ upon your arrival, for setup information. Vendors may also be met in person by a Vendor Committee representative, depending upon your arrival time. Friday, Saturday, and Sunday Check-In: Please report to the parking lot of Weldon Mills 100 Rockfish Drive Weldon, NC. There you will receive your booth assignment and then enter the festival area. You will receive your space assignment at Check-In only. PLEASE NOTE: Vendors may not check in and set up their booths prior to 7:00 a.m. on Thursday, unless prior arrangements have been approved.

UNLOADING: 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. Please be mindful of others and do not block access for unreasonable amounts of time. Your vehicle must be out of the festival area by 9:30 a.m. Thursday.

PERMITS: All booths must display the provided Vendor Permit when entering the festival area and on the booth during festival hours. All booths will be required to have a copy of the Fire Protection Permit on hand at all times during the festival. All professional 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. Food booths are required to display their Food Handling Permit.

POWER: Generators are not allowed. 120v Electricity is available for an additional fee of \$25 and must be indicated on your Vendor Application. A limited amount of power is available on a first come basis with food vendors being served first. 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: There are no water connections available.

**VENDOR CONDUCT:** It is the desire of the ROTR Festival Planning Committee for all festival vendors and participants to have an enjoyable day. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival visitors, fellow vendors and festival organizers. Aggressive and inappropriate conduct and/or contact with festival visitors or volunteers will be addressed by representatives of the ROTR Festival, Inc., and if necessary, the Weldon Police Department. The ROTR Planning Committee reserves the right to bar vendors exhibiting poor conduct and/or unsafe practices from participating in future ROTR festival events.

**RELEASE: The ROTR Festival, Inc., the Town of Weldon, Weldon Mills, and festival sponsors are not liable for damages, injury or loss to any person or goods from any cause whatsoever, nor for any claims for damage, injury or loss arising out of or in connection with use of space or grounds at the festival. All decisions of the ROTR Festival, Inc. and its organizers are final.**

Be sure to review the checklist at the bottom of the Vendor Application before mailing. The festival will accept personal or business checks for vendor booths in 2022. Make your check payable to the NC Amvets Service Foundation, Inc. P.O. Box 1323 Roanoke Rapids, N.C. 27870.

Deadline for applications is April 15, 2022.

**VENDOR AGREEMENT TO THE RULES OF THE REMEMBRANCE ON THE RIVER FESTIVAL:**

My signature verifies that I have read and understand this agreement of participation. I understand that my fees are non-refundable. (Make a copy of this signed document for your records.)

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Print name of organization

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Print your name

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Signature

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Date



## COMMERCIAL FOOD VENDOR APPLICATION

**Vendor Hours and General Public Friday May 26; Saturday May 27, from 10:00 a.m. until 7 p.m. daily, and Sunday May 28 from 10:00 a.m. – 5:00 pm.**

**Please list which days you will be participating Fri. \_\_\_\_\_, Sat. \_\_\_\_\_, Sunday \_\_\_\_\_**

Application Deadline: April 15, 2022 (post marked)

Date of Application \_\_\_\_\_

N.C. Department of Revenue Certificate of Registration Number: \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone (\_\_\_\_) \_\_\_\_\_

Evening Telephone (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

(Note: all written festival correspondence will be handled by email)

Website Address (if applicable) \_\_\_\_\_

**FOOD VENDOR:** Please attach a copy of your menu.

**FOOD VENDOR FEES:**

Space fee is \$75.00 for all 3 days

Electricity fee: \$25 (If needed) (220 is available)

Total Enclosed = \_\_\_\_\_

The following items must be included with your application: \_\_\_\_\_ Copy of insurance certificate listing the Remembrance on the River Festival as an additional insured. (Required) Small civic groups waiver.

If you plan on leaving food truck on premise overnight you will need to send a copy of your Temporary Establishment permit.

\_\_\_\_\_ Insurance Certificate

\_\_\_\_\_ Temporary Establishment Permit (if applicable)

\_\_\_\_\_ Signed copy of Vendor Rules

\_\_\_\_\_ Sample menu

\_\_\_\_\_ Photo of booth

\_\_\_\_\_ Check or money order, made payable to:

NC AMVETS Service Foundation, P.O. Box 1323 Roanoke Rapids, NC. 27870

The ROTR Committee reserves the right to approve all vendors. Layout and reserved space will be included in your packet upon arrival.

If you have any questions, please email [nancy.shiverdecker@gmail.com](mailto:nancy.shiverdecker@gmail.com) . Subject Remembrance on the River.