



2018 Carrboro Music Festival Craft Vendor Booth Application

Sunday, September 30th, 2018
Carrboro Town Hall Grounds: 301 W Main St.
Exhibit Hours: 1:00pm-7:00pm
Set-up Time: 10:00am-12:00pm

Business Name: _____
Contact Person: _____
Address: _____

Home Phone: _____
Work Phone: _____
Email Address: _____
Website: _____

May we use images of your work
for publicity?

YES

NO

Category

- Drawing
- Fiber
- Jewelry
- Sculpture
- Ceramics
- Glass
- Painting
- Wood
- Photography
- Mixed Media
- Metal
- Other (please describe): _____

Please return your completed application (including your signature and fee) by August 24th, 2018.

EXHIBIT FEES **\$25.00.**

(Checks made payable to the 'Town of Carrboro' and must accompany application)

Please submit payment with your application. Applications without payment will not be processed.

SET UP INFORMATION

Artists will set up in assigned booth spaces at Carrboro Town Commons. Booth set up begins at 10:00am and must be completed by 12:00pm. Hours of operation are from 1:00pm-7:00pm. Artists are responsible for providing their own tent (weighted appropriately for wind/weather), tables/chairs and adhering to all rules and regulations provided regarding setup of their booth and accessibility.

Carrboro Music Festival - Craft Vendor Participant Agreement 2018

1. **SELECTION PROCESS FOR VENDORS** – The selection process will consider vendors based upon the following criteria:
 - a) Local vendors versus out-of-town vendors. Local vendors will be given preference.
 - b) Type of artwork. Locally handmade items only.
2. **VARIETY** - In order to assure variety, we will try to make sure there is a wide variety of types and mediums of art.
3. **SPACE** - Each vendor will be granted a set number of square feet in the Festival tents. No additional tent space or canopies or grounds space on the Festival site will be allowed without prior written agreement with the Festival Board. Vendors are responsible for their setup, including a **tent not to exceed 10'x10'**.
4. **LOCATION** - Vendor location assignment will be given on the day of the Festival.
5. **SIGNS** - All signs and banners must be contained within the vendor's allotted space. No signs will be allowed on the roof of the tent or projecting above the bottom edge of the roof of the tent. **NO ELECTRICALLY LIT SIGNS WILL BE ALLOWED.**
6. **PERMITS** - Vendors are responsible for obtaining the appropriate permits from local authorities for their operation. ‘
7. **VEHICLE ACCESS** - Vendors will be allowed to utilize vehicles to move equipment and goods to the site only at times designated by the Festival, generally in the morning hours preceding the Festival start and in the evening following the opening of West Weaver St. Vehicles **MUST** be off the street one (1) hour before the start of the Festival. **Vehicles will not be allowed into the festival area during the Festival hours.**
8. **HOURS** - All vendors are expected to operate during the duration of the Festival, 1:00pm-7:00pm.
9. **TRASH AND REFUSE**-Vendors must dispose of all trash in the dumpster provided by the Festival. Recyclable materials must be placed in the appropriate locations designated by the Festival. Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival. Vendors are encouraged to minimize packaging.
10. **LIABILITY, INSURANCE AND INDEMNIFICATION**-Each vendor accepts full responsibility for all liability for damages to persons or property arising out of its use and occupancy of the Festival site and further understands that the site is the property of the Town of Carrboro and that neither the town, the Carrboro Parks and Recreation Department assumes any responsibility for damages or losses that may occur to the vendor, its employees, agents or property by reason of such occupancy.
11. **ACCEPTANCE OF APPLICATIONS** - All applications must be emailed or postmarked no later than August 24th, 2018.

Artist agrees to indemnify and hold harmless Carrboro Music Festival, the Town of Carrboro, all event sponsors, and the agents and employees of each of them, from any and all actions, suits, damages, or claims arising from any injury, loss, or damage to the undersigned during the event, and hereby consents to enforcement of all Festival regulations.

Signature: _____

Date: _____

Email to: EGriffin@townofcarrboro.org

Mailing Address:
Town of Carrboro Recreation & Parks Dept.
ATTN: Carrboro Music Festival
100 North Greensboro Street
Carrboro, NC 27510