



## 2018 Apple Harvest Festival

### GENERAL POLICIES & PROCEDURES

#### Requirements:

Items offered for sale must be at least 50% organic, natural, USA-made, handmade or recycled. Items not “arts & crafts” related are not acceptable. All items in your booth must be handmade/handcrafted by the selling vendor. We do not allow mass produced, purchased for assembly and resale or consignment merchandise.

#### Registration:

Application must be signed and completed in full. Submit with full payment and (3) photos, which will not be returned. **No application will be accepted without the complete application package, photos and booth fee.** Acceptance is determined by the Festival Committee’s; submission of an application does not guarantee a booth. Show directors reserve the right to decline applications based on the proposed items and refuse admittance to anyone whose work is deemed offensive or of questionable taste. Only approved art, craft and food may be displayed and sold.

#### Confirmation:

Once your application has been approved, we will send you an email confirmation.

#### Cancellation/Refund Policy:

There is no rain date and no refund in case of inclement weather.

Refunds requested before:

**July 2: Fees will be refunded less \$25 processing charge**

**July 2 – September 16: 50% refund**

**NO Refunds after September 16**

“No Shows” who do not notify the Haywood County Chamber of Commerce by phone or email prior to opening day will not be considered for future applications. In case of emergency call the Chamber Office and leave a detailed message (with correct contact information).

#### Booths:

Booth assignments, festival map and set-up procedures will be posted online via the Haywood County Chamber of Commerce website at [HaywoodChamber.com](http://HaywoodChamber.com). Booths will be assigned on a **FIRST COME FIRST SERVE** basis, as they are received beginning February 1<sup>st</sup>. Preferred booth locations will be considered, but cannot be guaranteed. After assignment is made booth change requests will have a \$40.00 service charge.

Each exhibitor must provide his/her own display. Canopies are not required but are recommended and must be stabilized with weights. We ask each exhibitor to take appropriate measures to make your space and surroundings are as safe.

#### Electricity:

Electricity is not available. Food vendors may use silent portable generators.

#### Taxes:

Each exhibitor is responsible for collecting and reporting 7% sales tax.

Sales & Use Tax Division, NC Department of Revenue

Remit to:

P.O. Box 25000

Raleigh, NC 27640

#### Setup:

The festival begins at 10 am and ends at 5 pm. Setup begins at 6 am and must be completed by 9:30 am. Please unload your vehicle and remove it from the street **before** setting up your booth. All vehicles must be off the street by 8:30 am. After 8:30 am, you may continue to unload on a designated side street.

## Cleanup:

Please refrain from packing your booth until after 5 pm. Remove all trash, cardboard and zip ties/plastic tie downs. Cardboard boxes must be broken down for easy disposal. **Exhibitors who fail to properly clean their area will be fined \$100 and will lose the right to participate in future festivals. Trash and vehicles must be removed from space by 7 pm following the event.**

## FOOD VENDORS

All food vendors (anyone required to have a temporary food service license) will be assigned to booths at either end of the festival. See Festival Map for more info.

- Haywood County Apple Growers have **exclusive rights to sell fresh apples**. However, food vendors are encouraged to offer apple products and other products related to the fall harvest!
- Sorry, **no microwave** ovens. You must provide your own source of power (see "Electricity" above).
- **Water is not available**. Please provide your own portable water supply if needed.
- Food vendors must remove used oil.
- You are responsible for your own trash removal. Cardboard boxes must be broken down for easy disposal and food waste must be placed in the necessary containers.

### Temporary Food Service License:

Food vendors must contact the Health Department (828)452-6682 to obtain a Temporary Food Service License for the festival in accordance with NC Department of Health and Human Services – 15A NCAC 18A.2669.

### Food Vendor Insurance Rules:

Food vendors must provide a current Certificate of Liability Insurance at time of application. Applications will be refused if proof of liability insurance is not provided. The following is required:

**Commercial General Liability Coverage** – Must be on an occurrence form containing limits of at least \$1,000,000 per occurrence/\$1,000,000 general aggregate/\$1,000,000 products-completed operations protecting claims arising from the exposures of:

1. Premises or Ongoing Operations
2. Products-Completed Operations: This coverage must be maintained through the statute of limitations in the state where the work is being performed. Policies and/or endorsements cannot include any provisions that terminate products-completed operations coverage at the end of the policy period or limit this coverage in any other way with respect to the additional insured.
3. Independent contractors
4. Contractual Liability coverage

### Commercial General Liability Coverage must contain the following provisions:

1. This coverage must be primary and non-contributory; contractor's insurance shall be considered excess for the purpose of responding to claims.
2. The certificate holder (Haywood County Chamber of Commerce) must be listed as Additional Insured in respects to the general liability policy

### Mail checks and application materials to:

Apple Harvest Festival, 28 Walnut St., Waynesville, NC 28786

Haywood County Chamber of Commerce  
828.456.3021 · [www.HaywoodChamber.com](http://www.HaywoodChamber.com)