



RULES & PROCEDURES

Please keep a copy of the Vendor Registration Form and Festival Rules & Procedures for your records. Visit www.CityofCreedmoor.org/MusicFestival for important event information and updates.

Please read the Music Festival Rules & Procedures carefully, as they have changed.

1. General Information

- 1.1 Admittance to the festival, and parking is Free.
- 1.2 The City of Creedmoor has adopted a “No Pet Policy”. We respectfully ask that all pets, with the exception of service animals, be left at home the day of the festival. For more information, visit www.cityofcreedmoor.org/musicfestival.

2. Vendor Registration

The deadline for registration is Friday, August 31, 2018.

- 2.1 Applications will not be reviewed for placement until payment is received in full (see Section 3).
- 2.2 Vendors will be notified once registration has exceeded the amount of available vendor spaces and placed on a “waitlist”. In the event of a cancellation, vendors will receive consideration for acceptance with regard to festival needs.
- 2.3 The CMF Committee reserves the right to accept or reject any vendor, for any reason. Vendors are accepted on a first-come, first-served basis, with regard to festival needs.

3. Fee & Deposit

Cost per space is \$80.00 (includes a \$50.00 non-refundable vendor registration fee and a \$30.00 conditional refunded deposit (see Section 3.2-1).

- 3.1 **No rain date. No refunds.**
 - 3.1-1 This is an outdoor event; be prepared for any type of weather. The Music Festival will not be cancelled due to rain.
 - 3.1-2 Application fees and deposits will not be refunded in the event of cancellations or no-shows.
- 3.2 **Vendor Deposit Refunds**
 - 3.2-1 Refunds will only be issued to vendors that check-in at the designated vendor check point (as specified in Section 12.2), are present and participate for the duration of the event, and follow all festival rules and procedures as outlined herein.
 - 3.2-2 Deposit refunds will be processed and forwarded to the address indicated on the *Vendor Registration Form* within 10 business days of the event.

4. Vendor Booth

- 4.1 The City provides SPACES ONLY. No water hook-up, equipment, tables, chairs, or supplies are provided.
- 4.2 All vendor spaces are approximately 12’x12’ and are situated on the street.

- 4.3 **Vendors are strictly prohibited from conducting their activities beyond the 12’x12’ vendor space** (i.e. cannot stand in/block midway to attract attendees).
- 4.4 Vendors are required to keep at least one attendant in his/her booth during all festival hours.
- 4.5 Vendor booths MUST be utilized for the purpose stated on the *Vendor Registration Form* (or *Main Street Merchant Form*). Any deviation from the registered purpose will result in forfeiture of the conditional refundable deposit and possible exclusion from future festivals.

5. Space Assignments

- 5.1 Space assignments will be emailed to vendors providing an email address and posted at www.cityofcreedmoor.org during the day on **Wednesday, September 12, 2018** and will not be available prior to that time.
- 5.2 Requests for particular spaces and/or placement cannot be promised due to multiple factors that are considered when finalizing space assignments.

6. Noise

- 6.1 This is a Music Festival; speakers are strategically placed near the stage area and loud music is to be expected. Vendors should indicate on the *Vendor Registration Form* any preference to be placed away from the speakers/loud music.
- 6.2 Vendor booths which include the operation of musical instruments, radios, speakers, or any other noise making device must be operated as not to interfere with the stage music or disturb attendees and adjacent vendors.

7. Generators

- 7.1 All generators will be assigned at or near the END of the street for noise control purposes.
- 7.2 Generators not permanently mounted on vehicles MUST be placed BEHIND vendor booths and AWAY from adjacent vendors.

8. Electrical

- 8.1 A limited number of 120-volt power supply spaces are available for use in support of vendor product sales ONLY – not for use of personal fans, radios, etc.
- 8.2 Vendors are limited to one (1) electric outlet regardless of number of spaces reserved.
- 8.3 Extension cords of 100’ – 150’ in length are required and are not provided.

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- 8.4 Once registration requests for electric exceed the available spaces, vendors will be notified and placed on a “waitlist”. If space becomes available, notification of acceptance will be forwarded by September 14, 2018.
- 8.5 **Vendors requiring more than 120-volt power source will need to bring their own power supply** (see Section 7).

9. “Same Type” Vendors

- 9.1 Festival policy restricts “same type” vendors (i.e., those selling the EXACT SAME product) to a MAXIMUM limit of two (2).

10. Food Vendors

- 10.1 Food vendors are required to contact the **Granville County Health Department** at (919) 693-2688 regarding permit requirements. The City of Creedmoor is not responsible for permitting.
- 10.2 Food vendors should expect the Health Department’s presence on the day of the festival.
- 10.3 It is MANDATORY that all food vendors maintain a self-contained water source.
- 10.4 Food vendors MUST lay cardboard or some other means of protection beneath open grills and cookers to protect the street from grease splatters and spills. Failure to do so will result in forfeiture of the conditional refundable deposit.

11. Promotional Vendors

- 11.1 Promotional vendors include, but are not limited to, political parties, religious/faith-based organizations, non-profits, and informational/display booths.
- 11.2 **Religious/Faith-based: Priority will be given to Creedmoor faith-based vendors through Friday, June 1, 2018.** Vendor spaces will be assigned according to availability, not to exceed 5% of total vendor spaces.
- 11.3 **Political Parties:** are limited to one (1) space reservation per party; candidates are not permitted to reserve individual spaces.
- 11.4 **All Other Promotional Vendors:** spaces will be assigned according to availability, not to exceed 10% of total vendor spaces.
- 11.5 Maximum Space Reservations: Sales: two (2) spaces; Non-sales: one (1) space.
- 11.6 **Vendors are not permitted to give away free food or beverages of any kind, including bottled water.** Promotional items (i.e. information pamphlets, brochures, etc.) will be allowed.

12. Vendor Check-In

- 12.1 Main Street (from Lyon Street to Park Avenue) will be closed from 7:00 AM – 8:00 PM.
- 12.2 **Admittance to Main Street for vendor set-up will only be permitted at the designated vendor check-in area** (intersection of Main Street & West Lyon Street) *beginning after street is cleared @ 7:00 AM – 9:15 AM.* Vendors MUST access the vendor check-in area via Elm Street (access via Main Street will not be permitted).
- 12.3 Vendors will be permitted to set-up only after the Police Department has verified the street is clear. Vendor set-up must be complete and vehicles removed from the street by 9:30 AM.
- 12.4 **City of Creedmoor Police Officers will NOT grant access to Main Street for any vendor who fails to check-in.** Reference the Parking Map Guide for proper access to vendor check-in.

13. Main Street Merchants

The deadline for registration is Friday, June 1, 2018.

- 13.1 All Main Street Merchants are entitled to the use of one (1) space, located directly in front of their building, for specific use by their own business at no charge.
- 13.2 Merchants planning to utilize the allocated space must notify the Music Festival Committee by completing and submitting a Merchant Registration form.
- 13.3 Merchants requiring any additional space(s) must submit a Vendor Registration form and payment by the vendor registration deadline.
- 13.4 Any merchants failing to complete and submit a registration form by the aforementioned deadline shall forfeit his or her right to use of the allocated space. Merchants may still apply after June 1 if spaces are available; however, are NOT guaranteed the space directly in front of their business.
- 13.5 **Main Street Merchants may not “give” away their complimentary space to an alternate vendor.**

14. End-of-Event Procedures

- 14.1 Vendors are required to collect and dispose of all trash and/or debris in the proper receptacles provided.
- 14.2 Dismantling may not begin before 6:00 PM and MUST be complete and vehicles removed from the street by 7:30 PM.
- 14.3 Creedmoor Police Officers will be on-site to assist and direct vendors exiting Main Street.

All matters and questions not covered in the Music Festival Rules & Procedures are subject to the decision of the Music Festival Committee