



Southport-Oak Island Area Chamber of Commerce

The North Carolina Fourth of July Festival, Inc

4433 Long Beach Road • Southport, NC 28461

910-457-6964 • 800-457-6964 • Fax 910-457-0598

www.nc4thofjuly.com

BOOTH RESERVATION APPLICATION DEADLINE: FEBRUARY 15, 2019

December 2018:

Enclosed is an application to the 2019 N.C. 4th of July Festival Arts & Crafts Show. **PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE.**

DATES & TIMES:

Show Hours:	Tuesday, July 2 nd	10am - 6pm
	Wednesday, July 3 rd	10am - 6pm
	Thursday, July 4 th	10am - 6pm

Booths must be ready for business 10 minutes prior to opening each day. Acceptance is a commitment to show during these hours on all three days of the show.

PLACE:

The show is held in Franklin Square Park, East West Street, Southport.

APPLICATION INFORMATION:

FEE: \$285 per 10X10 space.
\$570 per 20X10 space
\$855 per 30X10 space

ELECTRIC: Electrical hook-ups are limited in the number available and the location. They will be available on a first come first serve basis.

Each application must be accompanied by a check or money order in the appropriate amount made payable to "NC 4th of July Festival" and forwarded to 4433 Long Beach Road, SE, Southport, NC 28461.

ELIGIBILITY OF WORK:

- **ITEMS MUST BE HANDMADE BY ARTIST SHOWING SAME. Exhibitors may be asked to and should be prepared to demonstrate assembly of any item if there is a question as to whether the item is handmade. Except in the Southport Retail Row.**
- To be considered, a clear photo showing the product(s) in each category you are entering must be forwarded with your application and money, even if you have exhibited before. They will be used in selecting artist and eliminating ineligible applicants.
- Photos will not be returned.
- No Manufactured, plastic items, balloons, comic books, combustible materials or items that have not been hand-made.
- NC 4th of July Festival representatives has sole discretion on acceptability of work and reserves the right to remove any items from exhibitor booths.

CANCELLATION POLICY: You may cancel before March 15, 2019 for 100% refund, between March 16, 2019—June 7, 2019, 75% of your booth fee will be refunded by mail. **NO REFUNDS WILL BE MADE FOR CANCELLATIONS AFTER JUNE 7, 20 19.**

SOUTHPORT RETAIL ROW: If you are a retail merchant with a Southport address and would like to purchase a booth in the park you are eligible. Only retail shops with a Southport address will be considered. No booth sharing. All items in your booth must be sold in your store. No service or professional offices will be considered. All fees and other rules apply. The Festival Committee will designate a specific area in the park for Southport Retail Row. Your booth placement will be pre-assigned.

BOOTH SET-UP REGULATIONS:

BOOTH SELECTION: Please look over the enclosed map and note on your application your 1st, 2nd and 3rd choice preference for booth location and return your application by mail. The Selection Committee will jury the show. A lottery will then be held from those artists selected to participate to determine your booth space. The only exception will be Multiple booths, and Southport Retail Row booths, which will be pre-assigned prior to space lottery. Please be aware the map is not to scale and does change as the flora grows and landscaping changes. Some last minute changes may be necessary due to changes in the landscape.

The Selection Committee will notify applicants of their acceptance status to the show by mail . This letter will be mailed on March 15, 2019. You may setup your booth between 8am-8pm on Monday, July 1st or Tuesday, July 2nd from 7am-10am. If you are unable to setup during this time please contact Nancy @ 910.842-3088 Sandy @ 910. 477-0169 or Karen @ 910.520-8832 to advise when.

CHECK-IN: Check-In with Festival officials at the Franklin Square Park Gazebo on Monday, July 1st from 8am-2pm prior to setting up your booth.

MOVE-IN HOURS: Monday, July 1st - **8am-8pm** or Tuesday, July 2nd—7am-10am.

MOVE-OUT HOURS: Thursday, July 4th - 6:00pm –midnight. All products and exhibit material must be removed on July 4th. **NO DISMANTLING IS ALLOWED BEFORE 6:00PM.**

USE OF EXHIBIT SPACE: Exhibit area must be staffed throughout show hours. Booth spaces are 10' by 10'. If you are using space behind your 10'X10' space you will be required to pay additional booth fee for this extra space even if you are not selling items from the area. All crafters must bring their own booths. Exhibitors are expected to keep their exhibit spaces in good order during show hours. Displays must stay within the perimeters of assigned space. All boxes must be stored out of sight.

TAXES: All vendors are responsible for and must collect and remit North Carolina Sales Tax.

PARKING: Exhibitors are required to park all large vehicles and trailers in Taylor Field during show hours. **THERE WILL BE NO OVERNIGHT PARKING AROUND THE PARK.** Exhibitors who wish to park overnight may do so at their own risk at Taylor Field. Taylor Field is two blocks from Franklin Square Park at the end of Nash Street. Taylor Field is available for use from 7am on July 1st—9am on July 5th. The use of Taylor Field may change in 2019 depending on the decision by the City of Southport on development of a park at that location. If we are not able to use Taylor Field, the Festival will secure another area for vendor parking.

SECURITY: Management is not responsible but will have security guards on duty in the Park from:
6:00pm – 10:00am Monday, Tuesday & Wednesday.

INSURANCE: The Management has general liability insurance. Insurance does not cover booth contents, visitors within confines of exhibitors leased space, or exhibitor's personnel. Exhibitors are required to have their own liability insurance. **A Certificate of Insurance must be submitted by June 1st.**

PETS: Pets are not allowed in the festival area during show hours.

VEHICLES IN THE PARK: To protect the grounds in Franklin Square Park, A City of Southport ordinance prohibits vehicles and trailers from driving into Franklin Square Park. We encourage you to take this into consideration and make the appropriate plans for setup and teardown.

DAMAGE TO GROUNDS: Exhibitor will be charged for any grounds damage, or for clean up necessitated by painting, oil, grease, or for excessive debris left in the exhibitor's space.

USE OF IMAGES: Management reserves the right to use photographs and video taken of exhibitor, exhibitor's booth and personnel. These photographs may be used to promote the Festival.

FIRE EXTINGUISHERS: All exhibitors are required to have a fire extinguisher in their booth at all times.

SMALL APPLIANCES & ELECTRICAL CORDS: No air conditioners, refrigerators or other such appliances permitted in the park (unless a food vendor). Small fans are acceptable but must be turned off when the booth is not manned. Outdoor rated electrical cords only.

SELECTION COMMITTEE CONSIDERATIONS: The Selection Committee considers the date the application is received, the uniqueness of the product to the area, the quality of the work, as well as the creativity and originality of the work when reviewing the applicants. The NC 4th of July Festival is eager to introduce new crafters with unique, quality work. **It is the Selection Committee's right to deny any participant, even if they have participated in past years.**

PLEASE TYPE OR PRINT. BE SURE TO FILL OUT ENTIRE APPLICATION
INCLUDING THE RELEASE & **CERTIFICATE OF INSURANCE**

----- **Detach and Submit** -----

Your signature on the application confirms that you will show and sell only items handcrafted by you. (Unless you are a Southport Row Merchant) that you will not show or sell kit-made items, manufactured items, items made by others, items bought or consigned for resale, or "flea market items". If items of this type are offered for sale, the N.C. 4th of July Festival Selection Committee reserves the right to ask that you remove them. Failure to do so could result in dismissal from the show. If there is question about your work meeting these standards please contact Nancy Sphar at the Southport-Oak Island Area Chamber of Commerce at (910) 457-6964 prior to submitting an application. If you have any further questions, please feel free to call Arts & Crafts Chair Nancy. We look forward to seeing you at the N.C. 4th of July Festival!

FIRST NAME _____ LAST NAME: _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

EMAIL ADDRESS _____

NC SALES TAX NUMBER _____ **REQUIRED**

PRODUCT TYPE _____

1. I am a Southport Retail Store and would like to be considered for Southport Retail Row. Please list the items you intend to sell from your store on separate sheet. You should not display or sell any item(s) other than those listed. After answering skip to # 4.

2. Please list and describe your art(s) or craft(s), the steps in producing your art(s) or craft(s), and what tools/machinery you use. Continue on separate sheet if needed. **You should not display and sell any items other than those listed.**

3. How much of the finished product(s) is/are actually crafted by you?

4. Have you previously participated in this show? Yes _____ No _____

5. Will you be participating in any other show in Brunswick County prior to this show?
Yes ___ No ___ If yes, which show(s) _____

6. Will you need electrical hook-up if available? Yes ___ No ___

7. Booth Number Preferences: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

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8. Amount Enclosed: _____ 10X10 booth = \$285
_____ 20X10 booth = \$570
_____ 30X10 booth = \$855

Submit three quality photos – not slides, that properly represent your most recent work and one photo of your display must accompany your application before it can be processed, even if you have participated previously. Please label your photos. These photos will not be returned.

Booth Application Deadline: February 15, 2019.

Acceptance/Refusal Notification: **March 15, 2019.** Applicant Check will be deposited on March 15, 2019.

I understand it is the Selection Committee’s right to deny any applicant, even if they have participated in the show before. I agree to show or sell only items handcrafted by me or sold in my Southport store. Handcrafted vendors must be prepared to demonstrate assembly of any item if there is a question as to whether the item is handmade. I will not show or sell kit-made, manufactured, items made by others, items bought or consigned for resale, or “flea market” items unless I qualify for Southport Retail Row. I understand that if I do offer these items for sale outside Southport Retail Row, I will be asked to remove them. **FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE SHOW.**

I understand that reasonable security will be provided, but I will not hold the N.C. 4th of July Festival, City of Southport, Southport-Oak Island Area Chamber of Commerce or their representatives liable for loss, damage or injury. I further agree to indemnify, save harmless, and defend NC 4th of July Festival, its successors in interest from and against any and all 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 and all persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about the NC 4th of July Festival ground where the booth is located, or while going to or departing from the same, and to indemnify and save harmless the NC 4th of July Festival, its successors in interest from any liability and that NC 4th of July Festival may suffer as the result of acts of negligence, fraud, or misconduct of any vendors’ agent or employees on or about the NC 4th of July Festival grounds.

I release the NC 4th of July Festival from any and all 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 the NC 4th of July festival permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

SIGNED _____ DATE _____

RETURN TO: N.C. 4TH OF JULY FESTIVAL, 4433 LONG BEACH ROAD, SOUTHPORT, NC 28461

**BOOTH APPLICATION DEADLINE: FEBRUARY 15, 2019
NOTIFICATION OF ACCEPTANCE OR REFUSAL BY 3/15/2019**