



# 52<sup>nd</sup> ANNUAL COON DOG DAY FESTIVAL

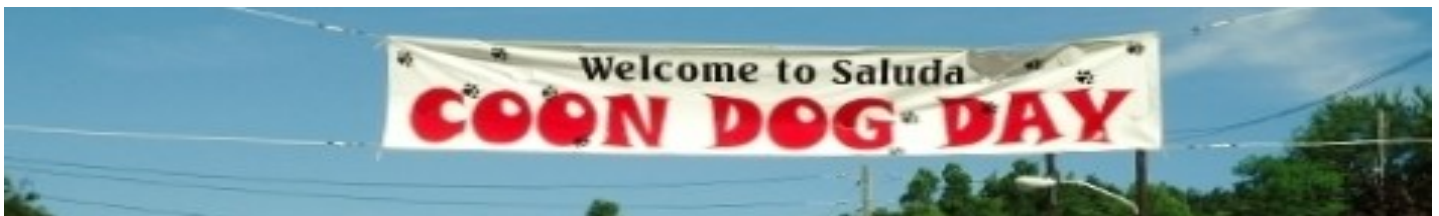
**Saluda NC**  
**Saturday, July 11, 2015**

## **VENDOR APPLICATION PACKET**

### **EVENT INFORMATION**

Saluda NC is a brief drive from downtown Hendersonville NC and is in close proximity to Asheville NC, as well as Greenville SC. Historic downtown Saluda is a beautiful, rustic stroll down memory lane with its tree-lined streets and historic buildings, which now house numerous shops with local flair and several cafes each with their own distinct flavor and atmosphere.

Each year, Coon Dog Day draws a crowd of nearly 15,000 people from all over the Region and from across the Southern United States. Attendees gather to watch the coon dog events, hometown Parade, 5K Race/Fun Walk, live entertainment acts, and street dancing, and to visit the many local craft and food vendors along the streets. Coon Dog Day is a well-loved Saluda tradition, and many look forward to this Festival each year.



SALUDA'S COON DOG DAY  
P. O. BOX 248  
SALUDA NC 28773  
828 749-2581  
[admin@cityofsaludanc.com](mailto:admin@cityofsaludanc.com)

## **VENDOR APPLICATION PROCESS**

A Vendor Application is included in this packet of information. We accept a variety of food and craft Vendors to participate, and we try to vary the items as much as possible for the success of the Vendor, as well as for the enjoyment of the attendees.

Please read all of the enclosed information regarding Vendor Rules and Requirements for the Festival before submitting your application. Complete the Vendor Application on Pages 4 & 5 of this packet and return it to the listed address, along with a check or money order for the booth fee, as well as all required attachments or photos.

All submitted applications must be completed and have all required information and attachments to be considered. There is no set Vendor deadline for applications; however, applications are accepted on a first-come, first-served basis and with regard to the products to be sold. Food Vendor spaces fill up very quickly, so it is advisable to submit applications as soon as possible.

Once your application is received and accepted, you will be sent a confirmation via email to let you know when Vendor Packets with all of your event materials will be mailed to you.

## **VENDOR RULES & REQUIREMENTS**

- Saluda's Main Street will be closed to traffic from midnight on Friday, July 10, until midnight on Saturday, July 11. Vendor set up is midnight on Friday until 7:30 a.m. on Saturday. No vehicles will be allowed to remain on Main Street after 7:30 a.m. NO EXCEPTIONS! Vendors may continue to set up their booths after this time, but all products/equipment must be contained within your booth space, and all vehicles must be removed by 7:30 a.m. on Saturday.
- The Coon Dog Day Festival continues from 8:00 a.m. until 11:00 p.m. on Saturday, July 11. No vehicles will have access to Main Street until after 11:00 p.m. to load. NO EXCEPTIONS! Vendors are not required to remain open for business until 11:00 p.m. and may pack booth contents to carry out; however, no breakdown requiring vehicle access to Main Street can take place until after 11:00 p.m. on Saturday.
- All booth spaces are 10' x 10' and will be clearly marked. The City of Saluda provides only the space. All tents, canopies, tables, chairs, etc. are the responsibility of the Vendor. Please be considerate of your neighbors' spaces and do not encroach on other booth areas. All equipment must fit within the designated space.
- Vendor sales are limited to the purchased booth space designated by the City of Saluda. Vendors will not be permitted to walk around the Event selling merchandise, and no Vendors will be permitted to relocate their booth at any time during the Festival.
- All Vendors must have a valid North Carolina Sales Tax Number listed on the applications to be eligible, regardless of the Vendor's residence location. Out of state Vendors can obtain a temporary Sales Tax Number from the NC Department of Revenue by contacting their local office at 828 667-5087 or online at [www.dor.state.nc.us](http://www.dor.state.nc.us).

- All food Vendors are required to have a Temporary FoodService Establishment Permit from the Polk County Health Department in order to participate in this Festival. The TFE Application Packet is available online here:  
<http://www.rpmhd.org/forms/4000/4001/RPM4001.002.pdf>.

In order for your application to be considered for acceptance, you must submit a completed TFE Application, along with the \$75 application fee check made payable to Polk County Health Department, to Debra Shepherd; Polk County Health Department; Environmental Health Division; 161 Walker Street; Columbus NC 28722. The Health Department will be on-site to inspect booths during set-up hours. Any booth that is shut down for lack of proper permit or health code violations will be asked to leave, and no refund will be given. Please contact Debra Shepherd with any questions at 828 894-8004 or via email at [dshepherd@rpmhd.org](mailto:dshepherd@rpmhd.org)

- Electricity is not provided to any Vendor spaces. Vendors who need electricity are required to bring their own generator, which must be 90 decibels or less.
- There will be no provision by the City of Saluda for Vendors to dispose of grease in the City.
- Any alcohol sales by Vendors are strictly prohibited.
- The City of Saluda reserves the right to limit food sales by item as it sees fit to ensure a variety of Vendors and items offered. Food Vendors must submit a list or a menu containing all items they wish to sell. The City will compare items of all accepted food Vendors and limit accordingly to avoid excessive repeated items among Vendors.
- Consideration of items allowed will be given in order of applications received, and food Vendors will be notified in their Vendor Packets prior to the Festival of any items they may not sell.
- All craft Vendors must have handmade items for sale at the Festival. Items may not be purchased and brought for resale. Vendors who have pre-purchased items on which they will be engraving, painting, or artistically enhancing in some way are allowed. Mary Kay, Avon, or other similar products are not permitted.

If there are any questions regarding the validity of an item, please contact the Event Coordinator. If any Vendor completes the application with false product information and sells prohibited items at the Festival, they will be asked to leave, and no refund will be given.

- The classification as “Amusement Vendor” will include all games, rides, face painting, caricaturists, sand artists, and similar activity booths. If there are any questions about a booth’s classification, please contact the Event Coordinator.
- A photo of your booth set up and product must be included for your Application to be considered.



**52<sup>nd</sup> ANNUAL COON DOG DAY FESTIVAL**

**VENDOR APPLICATION**

Name of Business/Vendor: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

NC Sales Tax #: \_\_\_\_\_ (Application will not be considered without this Number)

Booth Type: (All spaces are 10'x10' - Additional space needed must be purchased)

\_\_\_\_\_ # of Food Spaces @ \$250 each      \_\_\_\_\_ # of Amusement Spaces @ \$150 each

\_\_\_\_\_ # of Craft Spaces @ \$100 each      \_\_\_\_\_ # of Civic Group Spaces @ \$50 each

Total Amount Due: \$\_\_\_\_\_ (Make checks payable to City of Saluda)

Number of Vehicle Passes: \_\_\_\_\_ (Each vehicle that needs access to Main Street must have a pass)

Specific List of Items to be Sold: (Food Vendors should attach a menu)

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Payment and a picture of your booth and product with a list of items to be sold must accompany your application in order for it to be considered.

**Mandatory Liability Release and Acceptance of Conditions:**

- All photos submitted become the property of the City of Saluda and may be used in promotion with no compensation to the submitter or to any other party.
- By execution of this Form, I/we hereby release the City of Saluda, its employees, volunteers, officers, or anyone else connected with the Festival of any and all known and unknown damages, injuries, losses, judgments, and/or claims from any causes whatsoever that may be suffered by anyone participating in this event.
- Vendor locations are determined on a first-come, first-served basis, and the City of Saluda will assign spaces as it deems appropriate based on products to be sold and date the Vendor Application was received. Requesting a specific space does not guarantee the space will be granted. The City of Saluda will try to accommodate these requests if possible.
- The City of Saluda reserves the right to place Vendors in an appropriate space and to refuse any Vendor entry into the Festival for any reason.
- No refunds will be made for any reason--without exception. Vendor further understands that there is no guarantee of success or failure of individual Vendors at this Festival, and that this is a rain-or-shine event.
- By execution of this Vendor's Application Form, I/we do hereby agree to abide by all of the rules and requirements set forth for this Festival by the City of Saluda and listed on Pages 2 & 3 of this Vendor Information Packet and understand that failure to do so will result in my ejection from the Festival with no refund, as well as denied acceptance to future events.

I have read, understand, and will comply with all Rules and Regulations outlined in this Vendor Application.

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Applicant's Printed Name & Date Signed

Applicant's Signature & Date Signed

**MAIL THE VENDOR APPLICATION AND FEE TO:**

City of Saluda  
P. O. Box 248  
Saluda NC 28773  
Phone: 828 749-2581; Fax: 828 749-2373  
Email: [admin@cityofsaludanc.com](mailto:admin@cityofsaludanc.com)

Vendor Applications mailed after June 20, 2015, must be paid by money order.  
No checks will be accepted after this date.

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Reason: \_\_\_\_\_

Confirmation Sent: \_\_\_\_\_ Vendor Packet Sent: \_\_\_\_\_

Notes: \_\_\_\_\_

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