



**TRYON INTERNATIONAL EQUESTRIAN CENTER – WINTERFEST 2019  
Weekly Vendor Reservation Form**

TIEC Winterfest Weekly Vendor Rates	SPACE RENTAL			ADDITIONAL RENTALS				Specify Day(s)	Total Per Weekend
	Outdoors (no AC/electricity included)			Chair Rental	Table Rental	Insurance	Electricity		
	10' x 10' 3/Day Rate	10' x 10' Per Day	Additional 10' x 10' Space						
Weekend, 5-10 PM (Friday/Saturday/Sunday)	\$125	\$75	\$25	\$5./ea.	\$10./ea.	\$80	\$20		
November 29 - December 1									\$
December 6 - 8									\$
December 13 - 15									\$
December 20 - 22									\$
<b>SPECIAL INSTRUCTIONS / COMMENTS:</b>					<b>TOTAL</b>			\$	

Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Website/Facebook: \_\_\_\_\_

List items to be sold (be specific, please): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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*Visa, Mastercard, or American Express accepted. All others upon request.*

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Auth. #: \_\_\_\_\_

Visa

MasterCard

American Express

Payment Total: \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address if different from above: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WINTERFEST VENDOR ACCEPTANCE AND GUIDELINES**

**Friday, November 29, 2019 – Sunday, December 22, 2019**

Please read the following BEFORE signing up to participate this year and note that by participating you agree and accept the WinterFest terms and guidelines.

### **10x10 Vendor Space Acceptance Guidelines:**

- Vendors accepted at Winterfest include a limited number of 20 arts and crafts vendors per day each weekend.
- Vendors are permitted to sign up for multiple dates to participate during Winterfest.
- The WinterFest organizers reserve the right to deny an applicant for any reason. Duplicated vendors are accepted on a limited basis.
- Applications are to be submitted by or before the deadline date of **Wednesday, November 20, 2019**.
- Vendor applications are to be filled out completely and can be submitted via email to [vendors@tryon.com](mailto:vendors@tryon.com)
  - You will receive communication from the festival committee within 5-7 business days of submitting your form.

### **Vendor Lease, Operations & Payment Questions:**

Kathryn McMahon & Heather Meech [vendors@tryon.com](mailto:vendors@tryon.com) 828.286.9977



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- When your vendor application is accepted, a confirmation email will be sent to you and your payment will be processed.
- While vendors may cancel at any time, once accepted, there are no refunds for application fees.

### **Arts & Craft Vendors are accepted upon the following conditions:**

- All craft items, works of art and goods created for sale **MUST** be of original concept, design and handcrafted/altered by participants. Works may incorporate some commercially produced parts, HOWEVER the design, concept and execution must be primarily the product of the participating artist's/crafter's skill.
- Vendors are encouraged to showcase the cultural heritage of regional art and fine craft making. Demonstrations of crafts are encouraged.
- Vendors selling mass-marketed, buy/sell or commercial, copies, kits, molded, flea market or prefabricated work will NOT be accepted.
- Any items that are deemed inappropriate will NOT be accepted including knives, weapons, drug paraphernalia, etc.
- Work exhibited **MUST** be consistent with what is listed on the vendor application form.

### **Vendor Booth Set-up and Break-down Process**

- Vendor **MUST** have an authorized and paid lease agreement before move-in is allowed or application is terminated.
- *Hours of operation:* At a minimum, 5pm - 10pm on each day of the event.
- Arrival for set up begins at 3:00pm. Vendor booth **MUST** be set up by 4:30pm each day. Break down cannot occur during event. Breakdown may begin at 10:00pm.
- Once items are unloaded, vendors **MUST** park vehicles and trailers/storage in an authorized parking lot.
- All spaces must be cleaned and garbage cleared after each lease period (daily or weekend).
- Vendors are responsible for supplying their own tables, chairs, tent signage, tablecloths, garbage bags, etc. Rentals are available upon request for a charge shown above.
- Signage for your booth identifying your organization, agency or group is encouraged.
- A tent (e.g. easy pop-up tent found at Sam's Club, Lowes, etc.) is required. All tents must be weighted to insure safety in case of wind. (Weights or gallon jugs of water tied to each pole work well)

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### Additional Rules and Regulations for Participating Vendors

**Retail Sales:** VENDOR must apply for a Business Registration Application from the NC Department of Revenue and submit State of NC Sales Tax ID prior to establishment of retail unit. The certificate received from the NC Department of Revenue must be on display within the store. VENDOR is subject to North Carolina State sales tax on all retail sales. Collections to be made by the North Carolina Department of Revenue. For information on how to obtain this certificate, visit the NC Department of Revenue website:  
<http://www.dornc.com/electronic/registration/index.html>

**Insurance:** All vendors will be required to have a current liability insurance policy during their lease. Proof of insurance must be provided with this application. If your business does not already hold a policy, the company providing coverage for the Tryon Winterfest has offered a reasonable rate/policy for our vendors, \$80/event. See the Insurance Declaration form for more information.

- **Security:** All event venues will have Security personnel on hand all day and night during move – in period. Although the Tryon Equestrian Properties, LLC retains security for the event, we are not responsible for anything stolen from Vendor Area or the event venue.
- **Lodging:** Please contact [www.Tryon.com/Lodging](http://www.Tryon.com/Lodging)
- **Advertising and Sponsorship:** For more information on Advertising & Sponsorship, please contact [advertising@tryon.com](mailto:advertising@tryon.com) and [Sponsorship@tryon.com](mailto:Sponsorship@tryon.com).
- Applicants must be at least 18 years of age.

I hereby agree to abide by the guidelines and acceptance rules set forth by Tryon Winterfest organizers and any other regulations as may be established. I understand that there will be no refunds and that decisions of Tryon WinterFest organizers are final. I also understand that vendor payment must be made for vendor to be considered a confirmed participant. Further, I hereby release and forever discharge Tryon International Equestrian Center and their agents and representatives from any responsibility, personal liability, loss claims or damages arising out of or in conjunction with these events.

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Authorizing Signature of Vendor

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Date

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