

73rd Rhododendron Festival Seller/Vendor Information June 22 & 23 2019
Presented by Roan Mountain Citizens Club

Location:

Roan Mountain State Park (amphitheater area), 1015 Hwy 143, Roan Mountain, TN

Saturday, June 22: 10:00 am – 5:00 pm (or until crowd has left)

Sunday, June 23: 10:00am – 5:00 pm (or until crowd has left)

Contact info:

- www.roanmountain.com, rhododendronfestival@yahoo.com
- Festival vendor questions call Kelsey Tipton (423) 518-3025 and leave detailed message.
- **If calling about the rhododendron bloom time**, please call the US Forestry Service at 828-689-8716.
- Festival entertainment questions call Sheena Jenkins 423-512-0620

Vendor Application:

One contact person per space to be listed on the application. If vendors sharing a space have separate addresses and/or TN tax numbers, please list these. You may use the back of the application if you need more space.

**Mail Application to
“Roan Mountain Citizens Club
Festival Vendor Committee, PO Box 545, Roan Mountain, TN 37687”**

Acceptable work:

This is an Arts and Crafts Festival.

All arts and crafts items you sell must be personally handcrafted by you the seller. Kit work does not qualify as handcrafted. Crafts should include a public demonstration, if possible. Vendors must list on the application all arts, crafts or menu items to be sold. Items being sold will be inspected by a member of the Citizens Club and if it is determined they are not handmade by the vendor the vendor will then be asked to leave. Application fee will not be refunded for this occurrence.

Food vendor note:

The Citizens Club sells canned/bottled drinks and water at the club tent near the food court for our scholarship/school/community fund. Therefore, food vendors may not sell canned/bottled/carbonated drinks, sodas or water. Other beverages, such as tea, coffee, or lemonade, may be sold by vendors.

Arts/Crafts vendor note:

Arts and Crafts vendors may not sell food or drinks which may be consumed on the premises.

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Application deadline:

Returning vendors requesting the same space as last year must apply by March 1. No vendor, new or returning is guaranteed acceptance or the same space. Vendor fee must accompany application. Vendor fee will be processed upon acceptance and acceptance confirmation email or letter will be sent. If not accepted vendor fee will be destroyed and vendor will be notified.

Exhibit Area:

Exhibit spaces are approximately 12'x12', on uneven grassy ground. Because the festival grounds are irregular, prepare to bring blocks, sand, etc. to set up your displays. Exhibitors must supply their own tents and display equipment. You must participate on BOTH Saturday and Sunday and you may not disassemble your display until AFTER the crowd departs on Sunday-NO EXCEPTIONS. No vehicles are allowed in the exhibit area during the festival.

Space assignment:

Spaces are allotted as applications are received, but returning vendors will be given first choice of the space(s) they held the previous year, until March 1st. We will do all we can to assign you the space you desire; however, specific space assignments cannot be guaranteed. There will be no changes to assignments unless there is a defect in the space allotted and the Citizens Club must approve any change. Under no circumstances can you "sub-let," transfer, or give your space assignment to anyone without written approval by the Roan Mountain Citizens Club. All space assignments are at the discretion of the Citizens Club, even for returning vendors.

Electrical Spaces:

Please note RMCC is not responsible to provide any materials for electrical spaces. These spaces are limited voltage and vendors should limit use to low voltage equipment. Electrical outlets are older, vendors should not expect any modern technology availability. Small quiet generators are allowed at the club's discretion. Generators are to be within the vendors designated space.

WIFI:

WIFI capability is very limited if at all available. Please do not depend on this for sales. Most vendors that accept credit cards will store them on square payment and process once in service. We do advertise to guest about limited WIFI and the need to bring cash for payments. RMCC is not responsible for any transactions between vendor and guest.

Health permit:

Arts/crafts vendors who give out samples and food vendors must have a TN health permit. If you do not have a permit, you will have the opportunity to obtain a special events permit at the festival Saturday morning from the health inspector.

Fees per 12'x12' Space:

Fees as listed below should be payable to

Roan Mountain Citizens Club, Roan Mountain, TN 37687 and must accompany application (note price changes and higher fees if postmarked after May 1st)

- \$75.00 per arts/crafts space without electricity
- \$100.00 per arts/crafts space with electricity
- \$135.00 per food vendor space without electricity
- \$160.00 per food vendor space with electricity

After May 1st:

- \$110.00 per arts/crafts space without electricity
- \$135.00 per arts/crafts space with electricity
- \$160.00 per food vendor space without electricity
- \$185.00 per food vendor space with electricity

There will be no electric/non-electric combinations.

Cancellations before June 1st may receive refunds, no refunds will be issued after June 1st.

Registration and Set-Up:

Absolutely no one may set up prior to designated times.

- Friday, June 21 from 9:00 am – 8:00 pm
- Saturday, June 22 from 6:30 am – 9:00 am

Your information packet and site number will be available at the Club tent near the large oak tree at the main entrance. Club members will be available to direct you to your space(s). If you are not set up by 9:00 am on Saturday, your space could be forfeited.

Vehicle info:

During set up times we ask that vendors unload and move their vehicles directly to the designated parking area to help with the flow of traffic. If you occupy a space or block the road way for a long period of time you will be ask to move your vehicle. All vehicles will be removed from the festival grounds by 9:00am both Saturday and Sunday. No vehicles will be allowed into the festival grounds after 9:00am both Saturday and Sunday. Vehicles may enter the festival grounds after 6:00pm unless a large amount of guests are still present at that point the Roan Mountain Citizens Club will decide when a safe time for vehicles to enter the festival area is.

Parking:

Vendors will be given 2 parking passes for the designated vendor parking area. All vendors, including food vendors, will park in the vendor parking lot across the street. Only cars (no trailers) with handicapped plates or mirror tags may be parked in the handicapped parking lot. Food vendors who need to make arrangements for parking trucks with ice or extra food storage other than the vendor parking lot must make arrangements with RMCC prior to festival.

Inclement weather:

Vendors should be prepared for inclement weather. If your goods can be harmed by inclement weather such as wind or rain, you should be prepared to handle this without bringing your vehicle onto the Festival grounds. If the Festival is closed before 5:00 pm

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on Saturday or 5:00 pm on Sunday due to weather (i.e. lightning), vehicles may not be brought onto the Festival grounds until all guests have departed.

Security:

There will be night security for the festival area provided. Roan Mountain Citizens Club and Roan Mountain State Park assume no responsibility for loss at any time.

Auction:

During the festival on Saturday the RMCC auctions off items donated by vendors for the local student scholarship program. If you wish to participate please turn your items into the RMCC tent before 10:00am Saturday. If you wish to just donate money in place of an item we gladly accept that as well.

Tennessee and Local Sales Tax is 9.75%:

Exhibitors are responsible for collecting and reporting their own sales tax. Vendors are not required to purchase a Tennessee license but must pay the tax. A numbered "Special Events" tax collection form will be given to each vendor who needs it upon check-in. The top portion of the envelope must be filled out and sent to Tennessee Dept. of Revenue within 10 days unless the vendor has a Tennessee tax number and pays sales tax on a set schedule. The Club records the vendor "Special Events" tax number and reports it to the State.

ANY QUESTIONS REGARDING SALES TAX PLEASE CONTACT Kim Berry
kim.berry@tn.gov

Lodging:

RMCC does not provide accommodations for vendors. Vendors are responsible for personal lodging arrangements. The closest lodging to the festival area is Roan Mountain State Park cabins and campground. Reservations can be booked a year in advance and is recommended for festival weekend. For reservations at RMSP call (423) 547-3900 or go online to <http://tnstateparks.com/parks/about/roan-mountain>. Other accommodation choices are listed on our web site, <http://www.roanmountain.com/area-information/accommodations/>

Festival proceeds:

All festival proceeds are used to enrich the Roan Mountain community. Various organizations, activities, local student scholarships and needs of the communities are supported by the RMCC. Each year donations from the RMCC are given to local schools, parks, college scholarships and volunteer fire department along with others. Vendor fees help support all of these causes.

Sunday Tear Down:

Vehicles will not be permitted to enter the Festival until 6:00 pm or after the festival grounds are clear of attendees

- Vendors will be dismissed by the RMCC when their booth is COMPLETELY DISMANTLED, PACKED UP AND READY TO LOAD AND BOOTH SPACE TOTALLY CLEAN.
- Vendors who leave early and/or do not abide by the Festival rules or those vendors who fail to use common sense and courtesy will not be invited to participate in future festivals.
- A TEAR DOWN PROCEDURE WILL BE ADMINISTERED THE DAY OF THE FESTIVAL.

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