



**Saturday, September 14<sup>th</sup>, 2019** **\*\*\*NO PETS ALLOWED\*\*\*** No Rain Date

**\*\*Applications must be submitted completed in full with payment to receive a space\*\***

I/We participated in last year's Bush Hill Heritage Festival \_\_\_ Yes \_\_\_ No If Yes, Space # (if known) \_\_\_\_\_

**Name of Club/ Company/ Organization/ Individual:** \_\_\_\_\_

Type of Booth:  Handmade crafts  Food  Entertainment  Sponsor  Commercial  
 Non-Profit or Other (Please Specify) \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephones: (H or C) \_\_\_\_\_ (W) \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail (please print) \_\_\_\_\_ (required)

Describe your booth and what you will be selling/promoting. Please include photos if you have not participated in the last two years. \_\_\_\_\_  
 \_\_\_\_\_

**Power Source: All vendors are required to provide their own generators!**

**\*\*PLEASE NOTE: All tents and trailer (including tongue) that are over 15'x 10' are required to obtain two or more spaces!!**

**Vendors: Please select the category that best describes your vendor status:**

- a. [Archdale-Trinity Chamber member – Bonnie Place](#)  
 Number of spaces at **\$90** (Handmade crafts, non-profit) \_\_\_\_\_  
 Number of spaces at **\$145** (food vendor) **\*Food regulations on back** \_\_\_\_\_  
 Number of spaces at **\$125** (commercial item/service) \_\_\_\_\_
  
- b. [Non-Member of Chamber- Bonnie Place](#)  
 Number of spaces at **\$115** each (Handmade craft/non-profit) \_\_\_\_\_  
 Number of spaces at **\$175** each (food vendor) **\*Food Regulations on back** \_\_\_\_\_  
 Number of spaces at **\$155** each (commercial item/service) \_\_\_\_\_
  
- c. [Archdale-Trinity Chamber Member](#)  
 Number of spaces at **\$60** (Handmade crafts, non-profit) \_\_\_\_\_  
 Number of spaces at **\$115** (food vendor) **\*Food regulations on back** \_\_\_\_\_  
 Number of spaces at **\$95** (commercial item/service) \_\_\_\_\_
  
- d. [Non-Member of Chamber](#)  
 Number of spaces at **\$85** each (Handmade craft, non-profit) \_\_\_\_\_  
 Number of spaces at **\$145** each (food vendor) **\* Food Regulations on back** \_\_\_\_\_  
 Number of spaces at **\$125** each (commercial item/service) \_\_\_\_\_

If this is your first year attending and you are a **non-profit organization**, you must provide:

1. A letter from the president of organization authorizing your participation.
2. A copy of the **organization or club's 501(c) status** document.

**Early Bird: All completed applications postmarked or submitted by May 1, 2019 receive a \$20 discount!**

***Deadline for registration is August 1<sup>st</sup>, 2019!! A late fee of \$75 will apply to all applications postmarked or submitted after August 1, 2019!!***

**\*\*\* After August 1<sup>st</sup> all fees must be paid by certified check, money order or cash. \*\*\***

Discount for Early Bird	_____
Late Fee	_____
Total	_____

**NO PETS ALLOWED in ANY AREAS of FESTIVAL!!**

***All fees are non-refundable.***

**\*\*A \$100 fine will be assessed at the festival if a vendor is found selling any type of commercial items not disclosed on this application. Fine must be paid immediately or booth will be closed!**

Applications may be printed @ [www.bushhillfestival.com](http://www.bushhillfestival.com) and submitted to [jonna@archdaletrinitychamber.com](mailto:jonna@archdaletrinitychamber.com) or mailed to:

Archdale-Trinity Chamber of Commerce, PO Box 4634, Archdale, NC 27263  
Acceptable method of Payment: Check, Money Order or Paypal  
@ [www.bushhillfestival.com](http://www.bushhillfestival.com) or [www.archdaletrinitychamber.com](http://www.archdaletrinitychamber.com)

**Bush Hill Vendor Policy to follow:**  
**Please read carefully the Bush Hill Heritage Festival Vendor Policy**  
Signature of Acceptance to this policy is required at the end of this application

# **BUSH HILL VENDOR POLICY**

Approved By Board of Directors, 7/21/18

*The Bush Hill Heritage Festival is a family-friendly event whose intent is to provide safe family recreation, contributes to community cohesiveness, and attracts visitors to our area. The Archdale-Trinity Chamber of Commerce reserves the right to limit any exhibit or booth that violates our mission or governing policies. Those activities may include, but are not limited to, the following:*

- A. Speech or actions that have the potential to incite violence not just by the applicant, but by the applicant's representatives or persons staffing the booth during the festival.*
- B. Obscene or vulgar displays.*
- C. Anything that violates applicable local community standards.*
- D. Any past unacceptable behavior at the Bush Hill Heritage Festival will result in denial to future events.*

*The decision to accept or deny an application to the Bush Hill Heritage Festival rests in the sole discretion of the chamber president. Any applicant whose application is denied may appeal that decision to the Executive Committee of the Archdale-Trinity Chamber of Commerce by sending written notice of the intent to appeal within 10 business days of the date of denial of the application.*

**Office Use Only**

**Date Received in Office** \_\_\_\_\_

**Payment Method** \_\_\_\_\_

**Entered in Database** \_\_\_\_\_

**Sent letter** \_\_\_\_\_

**FD** \_\_\_\_\_

**HD** \_\_\_\_\_

\_\_\_\_\_

**Notes:**

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

# **\*\*\*Important Vendor Notes\*\*\***

## **To all vendors:**

1. Please **do not** bring pets to your booth **as pets are not allowed on the festival site.**
2. Please note applications must be postmarked or submitted by August 1, 2019. After that date, a late fee of \$75 will be charged. **Payable by certified check, cash, PayPal or money order.**
3. **ALL VENDORS USING A SOLID, LIQUID OR GAS FUEL PLEASE SEE THE LIST OF REQUIREMENTS AND GENERAL FIRE SAFETY RULES, PROVIDED BY THE GUIL-RAND FIRE DEPARTMENT INSPECTION DEPARTMENT.**
4. Each booth must be set up after 6 am, open at 9am. **Tents on Bonnie Place must touch the curb on the back side and tents set up on Hwy 62 must not be more than 4-5 feet on the pavement.** **Any tent not in compliance with this rule will result in moving your tent!**  
Booths must be manned from 6:00am–4:00pm and must close promptly at 4pm. Vendors are limited to two vehicles on street at set up. **Vehicles are not allowed on the streets until 4:00!** Booths must be dismantled and area cleared by 5pm promptly!!

## **LAW ENFORCEMENT WILL MOVE YOU OFF THE STREET IF YOU DO NOT OBSERVE THIS DEADLINE!**

5. The selling of weapons of any kind (firearms, knives, tazers etc.) is strictly prohibited!!!
6. **No marshmallow shooters or “silly” string to be sold or brought to the festival. No toy guns of any type, including water pistols, can be sold or brought to the festival.**

## **2019 Food vendors – Note Important Changes**

1. Only **35** food/drink vendors will be accepted on a first come/first served basis.
2. There are **no restrictions** on food items a vendor may bring to the festival. The festival staff will make every effort to not duplicate food in the court areas. All foods must be listed on the application.
3. The Festival Committee reserves the right to **charge a \$50 contamination fee** if food vendors place food products or waste in recyclable containers or if food products or waste are left on streets.
4. **\*\*You must contact** the Randolph County Health Department at 336-318-6262 for your food permit and the regulations concerning your food products. Permits must be obtained two weeks prior to the festival. A representative from the Health Department will be on-site the morning of the festival to enforce compliance with health regulations.
5. **Vendors who are cooking at the festival with open fire, cooking flame, or grease producing appliances, etc., must cook and/or keep their fire, flames, etc. at the back of the tent, per fire inspector. The GFRD will be checking spaces prior to the opening of the festival.** For more details, call fire inspector at 336-431-2512.

## **All fees are non-refundable.**

If you have any questions or concerns, contact [jonna@archdaletrinitychamber.com](mailto:jonna@archdaletrinitychamber.com) or Jonna at the Archdale-Trinity Chamber of Commerce at 336-434-2073.

## **NO PETS ALLOWED in ANY AREAS of FESTIVAL!**

The undersigned agrees that the Archdale Trinity Chamber of Commerce, its members and volunteers are not responsible or liable for damages, theft, loss or destruction of property or the personal injury of exhibitors or exhibitors' articles.

Your acceptance is contingent upon your agreement to the governing policies of the Bush Hill Heritage Festival

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* Applications must be signed and will not be processed without an email address. \*\*\***



**GUIL-RAND FIRE DEPARTMENT FIRE INSPECTION DIVISION**  
**10506 S. MAIN ST. ARCHDALE NC**  
**Phone 336-431-2512 Fax 336-431-9622**

## **GENERAL FIRE SAFETY RULES FOR FESTIVAL SITES**

Any festival structures or equipment as required by the North Carolina Fire Prevention Code shall be inspected by the Guil-Rand Fire Department Inspections Division prior to the start of the event. This includes all vendors' booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment, appliances, and fire extinguishers. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.

***LABEL OR CERTIFICATE IS MANDATORY, IF NOT IN PLACE OR IN HAND YOU WILL NOT BE ALLOWED TO OPERATE.***

- Electric cords and wiring shall not be placed directly on the ground unless they are properly protected from physical damage and shall be placed so as not to cause a tripping hazard. Electric receptacles shall be ground-fault protected.
- Booths shall be placed to allow access to fire hydrants for fire department vehicles and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire.
- Cooking booths or any booth using a solid, liquid or gas fuel source shall have a minimum 2A-10 BC rated fire extinguisher. Cooking booths that have a deep fat fryer must have a "K" rated fire extinguisher. Fire extinguishers must bear a **CURRENT** inspection tag validated within the past twelve months or a receipt of purchase within the last 12 months. Extinguishers shall be located in an area that is easily accessible for use. In addition, all employees working in the booth or tent shall be trained in the proper use of the fire extinguishers.

***CURRENT TAGS ARE REQUIRED, OR YOU WILL NOT BE ALLOWED TO OPERATE!!***

- Cooking appliances shall be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.
- All electrical cords shall be U.L. listed electrical cords rated for outdoors use. **NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED.** All electrical wiring and devices shall be in compliance with the National Electrical Code.

**ALL VENDORS SHOULD BE AWARE THAT THE FIRE INSPECTOR WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL EVENT. ALL OF THE ABOVE ITEMS WHICH ARE THE RESPONSIBILITY OF THE VENDOR MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE INSPECTIONS DIVISION.**

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.

### **REQUIREMENTS FOR PORTABLE GENERATORS AT FESTIVAL SITES**

- All portable generators shall be U.L. listed or equivalent.
- Portable generators MUST be capable of running continuously, without refueling for the entire length of the event.
- Refueling a hot portable generator or the storage of fuel on site is strictly prohibited.
- An approved fire extinguisher with a minimum rating of 20 BC shall be placed close to the generator.
- All portable generators must be placed as far to the back of the tent as possible and noise friendly.
- Every portable generator must be inspected by the Fire Marshal and approved before the event and prior to start up and use and must be located away from the public way and the public.

### **REQUIREMENTS FOR PROPANE (LP GAS) AT FESTIVAL SITES**

- Propane tanks shall be placed outside of tents or other structures and must be secured to prevent tanks from being tipped or knocked over.
- Suitable fencing shall be placed around propane tanks.
- Propane tanks on grassy areas shall be chained or securely attached to stakes driven into the ground.
- Propane tanks located on pavement shall be securely attached to an immovable object.
- Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Inspections Division.
- Only rubber hose stamped "Approved for LP Gas" or rigid black pipe shall be used to transport gas from tanks to appliances.
- Copper piping shall NOT be used.
- Rubber hose shall be kept off the ground and be protected from physical damage.

### **REQUIREMENTS FOR CHARCOAL COOKING AT FESTIVAL SITES**

- Charcoal appliances shall be placed in an open area outside of tent or structure.
- Charcoal appliances must be installed on noncombustible surface and be properly supported and protected. The public is NOT allowed any contact with the appliance.
- Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly.

ALL OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.