

# 2019 Madison Heritage Arts Festival Exhibitor Application

Saturday, October 5, 2019 - Mars Hill, NC

Thank you for your interest in participating in the 2019 Heritage Festival. This festival features traditional crafts, music, art, food and craft-making demonstrations in a relaxed family atmosphere.

## Guidelines

- All work must be handcrafted and/or artistically created by the Exhibitor unless otherwise approved.
- Food vendors must comply with Madison County Health Department regulations.
- Festival hours are 10:00 a.m. to 4:00 PM. No late setup or early breakdown, no exceptions.
- Booth Space is 10'x10'. Exhibitors must supply their own canopies, tables, chairs and displays.
- Generators are NOT permitted. Electrical hookups must be arranged with the University or a local business
- Set Up. Exhibitors may set up late Friday afternoon or Saturday morning on College Street
- All vehicles must be off the street and out of the festival area by 9:30 AM Saturday.
- Sales and Use Tax. All Exhibitors must display their Certificate of Registration from the NC Department of Revenue in their booth. Your application will not be processed until we receive your ID number.
- Booth Assignment. Your booth assignment and more detailed information will be sent in September.
- Deadline for same booth as last year: 6/30/2019. Once that deadline has passed, all pending applications will be considered for assignment in the following order: Artist/Crafter applications in submission date order then Organizational applications also in submission date order. Once all pending applications have been processed, all subsequent applications will be considered as they arrive.

\* Required

### 1. Email address \*

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### 2. Name To Appear in Publications \*

Use the business or personal name that you want to appear on the Exhibitor list or website

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### 3. Contact Name (First, Last) \*

(If this is an organization, please list the main Contact person here. The organization name is entered above.)

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### 4. Alternate Contact (if applicable)

List any other contact(s) and contact information in the box below.

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### 5. Contact Phone \*

What is the best way to reach the main Contact by phone?

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**6. Other Phone**

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**7. Address (Street/PO, City, State, Zip) \***

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**8. Description of booth activity and/or products: \***

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**9. NCDOR SALES TAX ID Number \***

The NCDOR Sales Tax ID number is a nine-digit number beginning with the number '6'. (IT IS NOT YOUR FEDERAL TAX ID NUMBER OR YOUR INCOME TAX NUMBER!) If applied for but not yet received, please indicate 'Applied For'. Submit your number to us as soon as it is issued by the NC Dept of Revenue. You will not be assigned a booth space until this number is in our files. If you are not selling anything (Information Booth), please enter 'N/A'

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**Booth Information**

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Booth Fees:

Standard Booth: \$50

Corner Booth: \$60. (A corner booth is one which allows sales from two or more sides.)

If we cannot accommodate a Corner Booth, the difference will be refunded to you.

Youth Organization (School or civic groups whose sole mission is to directly involve youth in activities. It is expected that youth will participate in manning the booth during the festival.): All locations: \$25

Booth fees are non-refundable except as noted above. The festival will not be re-scheduled due to inclement weather.

For more information contact Rod Bowling at [info@madisonheritage.com](mailto:info@madisonheritage.com) (preferred) or 828-689-4353.

**10. I am an individual Crafter or Artist**

*Check all that apply.*

Crafter/Artist - All items sold are handmade by me.

**11. I am with a non-profit group, business, or church***Check all that apply.*

- Non-profit or Business
- Youth Organization
- Other: \_\_\_\_\_

**12. Booth Preference or other requests**

For returning Exhibitors, please let us know if you want the same booth as last year or if you want to request a change (see note above). For new Exhibitors, please let us know if you have any special needs that we need to be aware of. NOTE: WE CANNOT PROVIDE ELECTRICITY TO BOOTHS. You must make your own arrangements with the University or a local business. Generators are NOT - REPEAT NOT - permitted.

*Check all that apply.*

- STANDARD BOOTH
- CORNER BOOTH
- YOUTH (only Standard is available)
- Other: \_\_\_\_\_

**13. Need more than one booth? If yes, describe below. Select the combination at PayPal checkout for the correct booth type. (If the request is for different persons who simply want to be next to each other, each should apply separately and put the request in the Notes.)**


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**14. Certification \***

You must agree to abide by all guidelines set forth on this form and those contained in your Exhibitor packet which will be sent to you in September.

- I have read and agree to abide by the Guidelines above.

Signed \_\_\_\_\_

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You may leave the form with your payment at the Visitors Center in Mars Hill.

If mailing this form, please send payment along with the form to:

Madison Heritage Arts Festival  
 PO Box 153  
 Mars Hill, NC 28754