

**PINEVILLE FALL FEST**  
**2023 Exhibitor Application**  
**October 19, 2023 – October 20, 2023 – October 21, 2023**

Welcome to the 25<sup>th</sup> Annual Pineville Fall Fest. The event will be held at Jack D. Hughes Park/513 Main Street Pineville, NC, this fall. This family oriented outdoor festival will take place on October 19<sup>th</sup>, October 20<sup>th</sup> and October 21<sup>st</sup>, welcoming over 10,000 festivalgoers. This festival is focused on promoting arts, crafts, entertainment, musicians and family fun. We hope you will consider being an exhibitor at our festival. **Exhibitors are required to participate on Thursday, October 19<sup>th</sup> 6:00P-10:00P, Friday, October 14<sup>th</sup> 6:00P-10:00P and Saturday, October 15<sup>th</sup> 10:00A-8:00P.**

The exhibitor application deadline is Monday, October 2, 2023, or until we are full. Please submit the completed application, along with 2 photo's (1 of your work/1 of your booth). Acceptance and rejection notifications will be e-mailed within 2-4 weeks after we have received your application. Your balance is **due upon acceptance** to the festival. **Make checks payable to Pineville Parks & Rec. or you may call in with credit card payment.** A \$35 fee will be charged for all returned checks.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Circle one:**    **Arts & Crafts**    **Business**    **Non-profit (provide 501c # \_\_\_\_\_)**    **Novelty**

Description of work/display: \_\_\_\_\_

**FEES:**

<b>Arts &amp; Crafts/Novelty (Pineville Resident)</b>	<b>\$50 (10'x10') / \$100 (10'x20')</b>	<b>\$ _____</b>
<b>Arts &amp; Crafts/Novelty (Non-Resident)</b>	<b>\$100 (10' x 10') / \$175 (10' x 20')</b>	<b>\$ _____</b>
<b>Business Vendors</b>	<b>\$150 (10' x 10') / \$300 (10' x 20')</b>	<b>\$ _____</b>
<b>Non-profit (Resident)</b>	<b>\$50.00 (10'x10') / \$100 (10'x20')</b>	<b>\$ _____</b>
<b>Non-profit (Non-Resident)</b>	<b>\$75.00 (10'x10') / \$125 (10'x20')</b>	<b>\$ _____</b>

**NO REFUNDS WILL BE MADE ONCE AN APPLICATION IS ACCEPTED AND A CONFIRMATION LETTER HAS BEEN MAILED.** The festival will occur **rain or shine**. Please plan accordingly. There is no rain date. No refunds will be given due to inclement weather. All applicants must have personal injury and general comprehensive liability coverage. I have read the Fall Fest Rules and Regulations.

I hereby agree to release and hold harmless The Town of Pineville and Pineville Fall Fest, it's employees and volunteers from any damages or theft to the undersigned exhibitor's property or for any personal injury which the exhibitor or anyone working for the exhibitor may sustain while participating in the Pineville Fall Fest.

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

(Please retain a copy of this application for your records)

Set up: Thursday, October 19<sup>th</sup> 10:00a-4:00P

Email application to [hcreech@pinevillenc.gov](mailto:hcreech@pinevillenc.gov) or mail to the address below:

Pineville Parks & Recreation: c/o Heather Creech PO Box 249 Pineville, NC 28134 704-889-2400

**PINEVILLE FALL FEST RULES AND REGULATIONS 2023**  
**APPLICATION DEADLINE October 2<sup>nd</sup> (or until we are full)**

**Festival Set-Up:** Thursday, October 19<sup>th</sup> (10:00A-4:00P) (**security overnight Thursday and Friday**)

**Festival Location:** 513 Main Street Pineville, NC 28134

**Exhibitor Hours:** Thursday, October 19<sup>th</sup> 6:00P-10:00P, Friday, October 20<sup>th</sup> 6:00P-10:00P, Saturday, October 21<sup>st</sup> 10:00A-8:00P

**Exhibitor Guidelines**

(a) **Arts & Crafts** - 90% of your product must be hand-made by YOU – the vendor. Items cannot be imported by another group for you to sell as a Craft. “Artists” and “Craftsmen” refers to skilled individuals who create and assemble products, which they sell at arts and crafts shows or festivals.

b) **Non-Profits** - 100% of product must be donated to the non-profit. Tax Exemption number must be placed on application.

(c) **Novelty** - Sells products or services such as face painting, sand art, glow products, children’s toys or other unique items.

(d) **Business** - Services, imported, manufactured, mass-produced and marketed items are allowed in this area. Such as Cosmetics, Resale Clothing, Commercial, Medical Establishments, Direct Sales (ex. Avon, Tupperware), Real Estate, etc.

(e) ANY food item meant for immediate consumption is considered as a Food/Concessions Vendor (such as cupcakes and coffees). Please see the food vendor application. Prepackaged homemade items are considered as part of the arts and crafts (such as salsas and jellies).

**PINEVILLE FALL FEST PROVIDES THE FOLLOWING**

- Tent location assignment (all locations are assigned at the festival’s discretion).
- All booth locations are accessible by vehicles for set-up and break- down.
- Security will be provided the Thursday, October 19<sup>th</sup> and Friday, October 20<sup>th</sup> overnight and during the festival.
- **One parking pass per Exhibitor space. Passes will be distributed at check - in on Thursday. Assistants will have to park in the general parking areas.**

**PINEVILLE FALL FEST DOES NOT PROVIDE THE FOLLOWING**

- Tents or Display equipment for setup of exhibit
- Tables or chairs
- Electricity/Electrical Equipment (including drop cords, light bulbs, fixtures, generators, etc.)

**RULES AND REGULATIONS**

- All Exhibitors **are required** to participate on Thursday, October 19<sup>th</sup> 6:00P-10:00P, Friday, October 20<sup>th</sup> 6:00P-10:00P and Saturday October 21<sup>st</sup> 10:00A-8:00P.
- Exhibitors **are required** to set up between 10:00P-4:00P on Thursday, October 19, 2023.
- Awarded spaces are non-transferable. No one will be allowed to exhibit without first having juried into the festival and having paid the exhibition fee to the festival. Shared spaces are not permitted. Displays must fit into designated spaces without infringing upon neighboring spaces.
- **Vendors will unload at assigned space, park vehicle in vendor parking area and then return to set up your display.**
- Each exhibitor must realize this is an outdoor show; there is some uneven ground, and the weather can be uncooperative. Please make sure you secure your tent. This is a rain or shine event. There is no rain date. **NO REFUNDS** will be made in the event of rain.
- This festival is family oriented. All exhibits must be in keeping with this atmosphere. The festival staff reserves the right to prohibit any merchandise which is questionable in nature.
- Exhibitors are responsible for maintaining and leaving their assigned areas clean and free of trash, and in otherwise good condition.
- Each exhibitor is responsible for the collection of North Carolina and County of Mecklenburg sales tax.
- The Pineville Fall Fest will not be responsible in any way for any damage to the work of any person or persons participating in the festival.
- All vehicles must be removed from the exhibit area by 4:00P on Thursday, October 19<sup>th</sup>.
- On Saturday, October 21<sup>st</sup> at 8:00P personnel will be on hand to direct vendor break down. This is for your safety and the safety of our patrons. You may not break down before 8:00p.
- **Entry fee is non-refundable once accepted.**