



Smithfield Ham & Yam Festival

200 South Front Street, Smithfield, NC 27577

919-934-0887 www.hamandyam.com

Dear Vendor:

Before we know it, the 36th Annual Smithfield Ham & Yam Festival, scheduled for May 2, 2020, will be here. With our fingers crossed for good weather, the Ham & Yam committee is excited about this year's event.

Attached you will find the registration form for the 2020 Ham & Yam Festival. I encourage you to complete and return the application as soon as possible. As with every event, our space is limited, and we expect spaces to sell out again this year. Due to the extreme generosity of our corporate sponsors, our booth fees have remained among the lowest in the region. The Ham & Yam Festival continues to boast high attendance, and we anticipate 2020 being a great year as well!

The "early bird" deadline for vendor applications is Friday, February 14, 2020, and prices will increase after that. I encourage you to send in your registration and money as soon as possible. We are limiting the number of booths to 175 and will not accept any more registrants once this number is met.

Thank you for your consideration and we look forward to working with you to produce a memorable event.

Sincerely,

Sarah Edwards

Sarah Edwards
Executive Director

Downtown Smithfield Development Corporation

36th Annual Smithfield Ham & Yam Festival

May 2, 2020

Saturday: 9:00 a.m. – 6:00 p.m

c/o Downtown Smithfield Development Corporation

200 South Front Street, Smithfield NC 27577

(919) 934-0887

2020 Craft, Commercial, and Informational Vendor Registration Form

Application is **NOT FOR FOOD VENDORS!**

Name: _____

Business/Organization Name: _____

Address: _____

Telephone: _____

Email Address: _____

NC Dept of Revenue Registration Number (REQUIRED for vendors selling items): _____

Booth Description and merchandise you are selling or promoting: _____

I was a participant in the 2019 Ham & Yam Festival and would like to have the same booth location as last year.

How did you find out about the Ham & Yam Festival?

NCFestivals.com

HamandYam.com

DowntownSmithfield.com

Johnston County Visitors Bureau

Triangle East Chamber of Commerce

Radio/Television

Newspaper

Social Media

Word of Mouth

Past Participant/Attendee

Other _____

THE HAM & YAM COMMITTEE RESERVES THE RIGHT TO ACCEPT OR DENY ANY REGISTRATION FORMS.

_____ Number of Spaces required (12' wide x 10' deep)

_____ @ \$135 per space Electricity needed: Yes No

_____ @ \$25 Electricity Charge per space **Only a 10-amp breaker!!!**

_____ Rain Insurance @ \$25 per space (See following page for details)

_____ **Total Amount Enclosed** (Booth Rental, Electricity & Insurance, if applicable)

Checks Payable to: Downtown Smithfield Development Corporation (DSDC)

Applications must be received by February 14, 2020. We will email set-up information, maps and itineraries mid-April.

RAIN POLICY - Due to the magnitude of the Ham & Yam Festival, it is impossible to schedule a rain date or indoor alternative site. Therefore, the Festival will run on the scheduled dates regardless of weather. Also, as the Festival is a non-profit event, with all the revenues used to cover the event cost. See following page regarding Rain Insurance. Registration fees are non-refundable.

I have read the included general rules and agree to them.

Signed: _____

Craft Vendors & Demonstrators: General Rules

1. Please provide a clear and accurate description of your products on the first page of this application.
2. Submission of an application does not guarantee a booth. If, for some reason, your vendor application is not approved, you will be notified as soon as possible.
3. Submission of this vendor application is a contract to show and an agreement to abide by the rules set forth. Set-up procedures, including space assignments, will be emailed prior to the festival.
4. Festival directors cannot guarantee that other vendors will not duplicate the type of crafts or items being sold.
5. Each booth space will measure approximately 12' (wide) x 10' (deep). This space extends out from curb. Spaces are numbered and marked on the street.
6. Each exhibitor must supply his or her own table(s), chair(s), drop cords, and canopies as needed or desired.
7. On Saturday, all booths are **required** to stay open from 9 am until 6 pm, even if all items are sold. Please do not dismantle your booth until the festival closes!
8. During set-up, unload your vehicle at your space, park your vehicle in a designated lot, then return to set up your booth. Do not leave your vehicle parked on the street while you set up, as this blocks the vendors behind you who are trying to set up. All vehicles must be out of the festival area by 8:30 a.m.
9. Due to the size of the Ham & Yam Festival, both in number of participants and facility needs, along with contractual arrangements, it is impossible to schedule a rain date or alternative indoor site. The festival will, therefore, run on the slated dates regardless of weather. As the festival is a non-profit event, with all revenues being used to cover event costs and advertisement, registration fees are non-refundable. As a convenience to our vendors, we do offer a rain insurance policy. See below for more information.
10. No flea market or yard sale items may be sold. The sale of silly string, ink dyes, stink spray, and stun guns is prohibited.
11. Each vendor is responsible for the security and safety within his or her own booth space. The festival does have overnight security, but you will be responsible for securing your booth and merchandise during operating hours.
12. **There will be absolutely no drink sales or drink give-a-ways at any craft booth. If anyone is caught selling drinks without DSDC permission, you will be asked to leave immediately. This includes water.**
13. Festival directors reserve the right to refuse admittance to anyone whose work is deemed offensive or of questionable taste.
14. Any cancellation and request for refund after a festival application has been submitted will be subject to a refund fee of \$25, which will be deducted from the refund. No refunds will be given after April 15.
15. Under no circumstances may vendors alter or tamper with the electrical outlets or panels provided. In the event that a vendor does alter or tamper with the electrical outlets or panels, the vendor will be assessed a \$500 fee.
16. Each vendor conducting sales must prominently display their valid certificate of registration from the North Carolina Department of Revenue. To obtain a certificate of registration, complete the NC-BR form available at <http://www.dornrc.com>.
17. Each exhibitor is responsible to collect and report sales tax. Remit to:

Sales & Use Tax Division
NC Department of Revenue
PO Box 25000
Raleigh, NC 27640

NO EXCEPTIONS!

2020 Ham & Yam Festival Rain Insurance Policy

For \$25 per booth space, you can participate in the Ham & Yam Rain Insurance Policy. If it rains ¼-inch between 9:00 a.m. and 3:00 p.m. on Saturday, May 2, 2020, and you prepaid for the insurance policy when your booth application was made, you will be entitled to a full refund of your booth rental fee. An official reading will take place at 3:01 p.m.; however due to insurance regulations, the US Weather Service must certify the reading. Should it rain ¼ inch or more, refunds will not be given the day of the event, but will be mailed out the following week. The refund is for only the booth rental and does not include refunding the \$25 insurance premium. **In order to purchase rain insurance, your application must be received by Wednesday, April 15.**