



2018 Non-Food Vendor/Exhibitor Application Information

Thank you for your interest in Denver Days Fall Festival. We are proud that our festival has grown to become the largest and best-attended event in the Lake Norman area! The festival features handmade arts and crafts, local businesses, demonstrations, entertainment, free concerts by nationally renowned acts, a wide variety of food vendors, games, amusement rides, special events, and more!

The 2018 Festival is managed by The Rotary Club of Denver Lake Norman, a non-profit organization of community leaders, business owners, and dedicated citizens. The purpose of the festival is to provide a fun, family oriented event that the entire community can enjoy, to enhance civic pride in the Denver area, and to raise funds used for recreational facilities and additional resources for the community. The profits from the festival are held in the non-profit Denver Days, Inc. escrow account to develop a park where the community can continue to have events like the Denver Days Fall Festival.

LOCATION East Lincoln Rescue Squad Park, Denver, North Carolina

DATE Vendor participation is Saturday, September 22, 2018. **ONE DAY ONLY**

Festival Hours

Set Up Hours: Saturday, September 23 – 6:00 AM - 10:00 AM

Event Hours: Saturday, September 23 - 10:00 AM –11:00 PM

Enclosed is the non-food vendor application & festival information to participate as a non-food Vendor. Your application does not ensure acceptance. Space is limited; acceptance and booth location assignments will be made at the discretion of the Festival Committee and will be based on receipt of the application and applicable fees as well as the quality and uniqueness of products.

To be considered you must submit the following by September 1, 2018

- 1. A Completed Denver Days Fall Festival Application Form.**
- 2. A Signed Denver Days Fall Festival Liability Disclaimer.**
- 3. Booth Rental Fee.**
- 4. If available include a photo or sketch of your booth and a business card for use in media coverage.*

Send the above items and make checks payable to:

**Denver Days, Inc.
P.O. Box 1701
Denver, NC 28037**

For additional information, be sure to visit the Denver Days Fall Festival website.
www.denverdays.com or email denverdaysvendors@gmail.com

2018 Denver Days Fall Festival - General Information for NON-FOOD Vendor/Exhibitors **Booth Operating Hours, Check-In, Set Up and Tear-down**

1. Check-in and set up will be between 6:00 am – 10:00 am on Saturday. Upon processing your application, you will be assigned a check-in time so that we may ensure a smooth and orderly check in.
2. Vendors will enter the festival grounds via Galway Ln. Entrance will be clearly marked at the roadside. See site map on www.denverdays.com
3. Upon entering you will be handed your check-in packet. Please unload your equipment from your vehicle promptly and park your vehicle in the vendor parking area. There will be many vendors checking in and setting up and we will need to minimize the amount of vehicles driving on the field. **All vehicles must be removed from the grounds prior to festival hours and may not re-enter until after festival hours.**
4. **PARKING-** there will be a designated vendor parking area for vendors that arrive during set up time.
5. Tear down - all vendors are required to remain open during festival hours. Vehicles may be driven out to the site only AFTER the festival.

Compliance with Rules and Policies

Safety is our first priority at Denver Days and we take our responsibility to provide a safe, family friendly event very seriously. We want everyone to have a wonderful time and we do not want anyone to be hurt at the festival. The Rules and Policies attached below are important to protect the safety of everyone at the festival. These rules and policies will be strictly enforced so please take the time to thoroughly read and understand both the "[Denver Days Fall Festival Rules and Policies for Non-Food Exhibitors](#)" and also the "[Policy on Tents and Canopies](#)" issued by the Lincoln County Emergency Management & the Fire Marshal's Office. A copy of these documents is included below. Please be aware that Lincoln County rules governing festival exhibitors are more comprehensive and restrictive than in past years.

We stress that you need to carefully read and understand these documents.

You must agree to comply with all Rules and Policies of the Denver Days Fall Festival and Lincoln County in order to be an exhibitor at the festival. Failure to comply with all stated rules and policies may result in expulsion from the festival, forfeiture of all fees, possible citations from the county, and you will not be accepted to participate in the festival the following year. If you have any concerns or questions regarding any of these rules or policies please contact the appropriate Lincoln County office or contact the Denver Days Festival Committee.

NON-Food Vendor/Exhibitor Booth Space Information:

Exhibitor booths are 10'x10' in size. All equipment and materials must fit within the exhibitor's assigned booth space and must not encroach upon other booths, aisles, or public areas. For larger space requirements, multiple adjoining booths are available. Exhibitor booths may be arranged side-by-side and back-to-back in rows. The standard exhibitor booth has one side facing the public aisle. This allows displaying along the front of the booth space or arranging the booth so that visitors can enter into the booth from the front. If you want to be able to display along the side of your booth in addition to the front you should consider applying for a corner booth. There are a limited number of corner booths so they are offered for an additional fee and will be assigned based on acceptance of the application and fee as well as the quality and uniqueness of products.

Note that the festival is held outdoors in a large grass field with no shade from the sun. Exhibitors are encouraged to use a freestanding 10'x10' canopy. The Lincoln County Emergency Management & Fire Marshal's Office requires that if you use a tent or canopy **you must provide and keep one 5-pound ABC fire extinguisher in your booth for safety.**

The basic exhibitor booth fee is for an assigned space on the grass field. No equipment or utilities are provided unless you make specific additional arrangements. Exhibitors must provide their own tables, canopies, and equipment.

Utilities: Electrical Service, Water, and Lighting: Electricity and water will not be provided. Vendors will need to provide their own electrical generator if needed. If you bring a generator please be sure to read the "[Denver Days Rules & Policies Regarding Electric Power](#)" and mark the check box noting you plan to bring one; a copy is included below. Vendors must meet all applicable Fire Codes, Environmental Health Codes, and applicable County Codes.

Security

Denver Days, Inc. will provide limited security. However, it is the exhibitor's sole responsibility to provide for his or her own protection. Denver Days, Inc. assumes no liability for loss, theft, damage, or misplacement of merchandise and equipment from any or all causes.

2018 Denver Days Fall Festival - Rules & Policies for NON-FOOD Vendor/Exhibitors

1. **FOR SAFETY – ALL TENTS, CANOPIES, UMBRELLAS, SIGNAGE, and LARGE DISPLAY ITEMS MUST BE IMMEDIATELY STAKED OR OTHERWISE SECURED TO THE GROUND TO PREVENT FALLING OVER OR BEING CARRIED AWAY BY WIND.**
2. **FOR SAFETY - EXHIBITORS USING TENTS OR CANOPIES ARE REQUIRED TO HAVE A MINIMUM OF ONE 5-POUND ABC FIRE EXTINGUISHER AT THEIR TENTS OR CANOPIES.**
3. **FOR SAFETY – EXHIBITOR VEHICLES ARE NOT PERMITTED TO MOVE WITHIN AREAS OPEN TO PUBLIC PEDESTRIAN TRAFFIC.** (Note: This is important for the safety of our guests, especially the children. Exhibitor's vehicles are not allowed to move in a festival booth area until the area is closed to the public and all pedestrians have been cleared from the area.)
4. **FOR SAFETY - NO PETS OR ANIMALS ALLOWED** except for bona fide service dogs.
5. **FOR SAFETY - EXHIBITORS THAT BRING THEIR OWN ELECTRICAL GENERATOR MUST PASS SAFETY INSPECTION** Please refer to the "*Denver Days Rules & Policies Regarding Electric Power*" for details regarding electric power at the festival.
6. **FOR SAFETY – EXHIBITORS MUST COMPLY WITH ALL COUNTY LAWS AND REGULATIONS.** All applicable Fire Codes and Environmental Health & Safety Codes must be met. (See the attached: "Lincoln County Tents and Canopies Policy".)
7. **DO NOT LEAVE VEHICLES PARKED AT YOUR BOOTH SITE.** During set-up one vehicle at a time may be driven to or near your booth site to deliver your booth materials. The vehicle must be immediately unloaded and moved to the designated parking area. No trailers, trucks, cars, wagons, or carts may be left in the festival exhibitor booth area after unloading on any day of the festival.
8. **DO NOT DISPLAY, SELL OR GIVE AWAY ITEMS THAT ARE NOT LISTED ON YOUR APPROVED APPLICATION.** Drinks and food for immediate consumption cannot be given away or sold at non-food vendor booths. Please provide a complete description of the items being sold and/or activities that will be conducted at your booth on your application. Changes must be approved prior to the event. Denver Days, Inc. has sole discretion on acceptance of exhibitors, booth activities, and items being sold. Denver Days, Inc. reserves the right to remove any non-approved items or items they deem inappropriate from exhibitor booths.
9. **DO NOT RELOCATE OR MOVE FROM YOUR ASSIGNED BOOTH SPACE(S) WITHOUT APPROVAL.**
10. **DO NOT INFRINGE ON OTHER SPACES OR PUBLIC AREAS.**
11. **NO BOOTH SHARING.** Only one exhibitor per space. Booth space in the festival is non-transferable.
12. **DO NOT UTILIZE LOUD MUSIC, LOUDSPEAKER SYSTEMS, OR MEGAPHONE DEVICES.**
13. **DO NOT CLOSE OR DISMANTLE YOUR BOOTH PRIOR TO THE TIMES INDICATED ON YOUR APPLICATION FORM.** Acceptance in the festival is a commitment by you to participate during the times indicated on your application. Failure to comply will result in not being accepted to participate in the festival the following year.
14. Booth equipment and materials must be picked up and removed from the festival grounds no later than 12:00PM noon on the Sunday after the festival.
15. Completed Denver Days Festival Exhibitor Applications must be submitted with the booth space rental fee before booth space will be assigned. Applications must be received prior to September 1, 2018. Booth assignments will be emailed and parking passes will be issued at check-in on Friday and/or Saturday morning.
16. **Refund Policy:** In the event an applicant must cancel, a refund will be made minus a \$50.00 application fee. **No refunds will be made 30 days prior to the festival. No refunds are offered for inclement weather.**
17. **PARKING:** Vendors who arrive during set-up times will have access to a designated parking area. Vendors that arrive during festival hours will need to park in the Lincoln Charter School parking lot.

2018 Denver Days Rules and Policies Regarding Electrical Power

Electricity will not be provided. If you require electricity and wish to bring your own generator please indicate this by filling out the appropriate section of the Denver Days Fall Festival Exhibitor Application. Only the vendors who specify on the application that they plan to bring a generator will be permitted to use one. Safety inspectors will be checking all electrical service throughout the festival.

1. **FOR SAFETY** - We recommend that you bring a heavy duty extension cord. Local safety code dictates that **all extension cords must be at least 12 gauge 3 conductor (grounded) or heavier.**
2. **FOR SAFETY** - It is important that your equipment be properly grounded and consistent with all governmental safety requirements.
3. **FOR SAFETY and noise reasons exhibitors can not provide their own electrical generator unless they have noted it on this application.** Vendors that are using generators will be positioned on the grounds in an area that accommodates their generator. **Generators must have a US Forestry approved spark arrestor and must not generate noise greater than 70 decibels at 3 feet nor emit fumes deemed excessive or detrimental to other vendors. Decibel levels will be checked periodically and any legitimate complaints from other vendors will require that use of the generator be discontinued.**
4. **FOR SAFETY** generators must be GFIC certified and all hot components must be properly guarded.



Lincoln County Emergency Management / Fire Marshal's Office
115 West Main Street
Lincolnton, NC 28092
Phone 704-736-8516
Fax 704-732-9036

Tents, Canopies and Other Membrane Structures

General: All tents, canopies and membrane structures both temporary and permanent shall comply and be in accordance with this section. Permanent tents, canopies and membrane structures shall also comply with the International Building Code.

Approval required: Tents and membrane structures having an area in excess of **200 square feet** and canopies in excess of **400 square feet** shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Site layouts: A detailed site and floor plan for tents, canopies or membrane structures shall be provided with each application for approval. Tents, canopies or membrane structures used for assembly shall show the seating layout, exit and egress layouts, and location and type of heating and electrical equipment to be used.

Inspections: The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two, times per day by the applicant or his designate.

Access, location and parking: Must maintain access road or way to allow fire apparatus to be able to get the tents, canopies or membrane structures at all times. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, parked vehicle or internal combustion engines. Separation distance between tents, canopies or membrane structures shall be determine by what the tents, canopies or membrane structures are used for. Any tents, canopies or membrane structures 15,000 sq. ft. or larger contact the Fire Marshal's Office.

Fire Break: An unobstructed fire break passageway or fire apparatus road of not less than 12 feet wide and free from guy ropes or other obstructions shall be maintain on all sides of tents, canopies or membrane structures unless otherwise approved by the fire code official.

Anchorage required: Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and to prevent against collapsing.

Fabric envelope design and construction: Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute ASI 77.

Seating arrangements: Seating in tents, canopies or membrane structures shall be in accordance with Chapter 10 of the fire code. Contact the Fire Marshal's Office for all seating arrangements.

Means of egress and aisle widths: Means of egress and aisle widths for tents, canopies or membrane structures shall be in accordance with Chapter 10 of the fire code. The Fire Code Official shall approve all egress means and aisle widths.

Exit openings: Exit openings from tents, canopies shall remain open unless covered by flame-resistant curtain.

Exit Signs, Exit Illumination: Shall meet the fire code check with the Fire Code Official to see what is required.

Flame propagation performance treatment: Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust used on floors or passageways shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.

Label: All tents, canopies or membrane structures shall have permanently affixed label bearing the identification of size and fabric or material and treatment.

Certification: An affidavit or affirmation shall be submitted to the Fire Code Official and a copy retained on the premises on which the tents, canopies or membrane structures is located. The affidavit or affirmation shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and addresses of the owners of the tents, canopies or membrane structures.
2. Date the fabric was last treated with flame retardant solution.
3. Trade name of kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

Combustible materials: Hay, straw, shavings or similar combustible materials shall not be located within any tents, canopies or membrane structures containing assembly occupancy except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within or adjacent to the tents, canopies or membrane structures shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 30 feet of the structure. Combustible trash/waste shall be removed from the floor surface inside tents, canopies or membrane structures and the grounds outside and within 30 feet of such structures. All trashcans shall be emptied properly when they become full.

Smoking: Smoking shall not be permitted in or within 20 feet of tents, canopies or membrane structures.

Open or exposed flame: Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside, under or located within 20 feet of any tents, canopies or membrane structures while open to the public unless approved by the fire code official.

Fireworks: Fireworks are not permitted at Denver Days.

Clearance: There shall be a minimum clearance of at least 3 feet between fabric envelope and all contents located inside the tents, canopies or membrane structures. (These structures that have sides on them)

Fire Extinguishers: All tents, canopies or membrane structures used for cooking shall have a minimum of **two 10-pound ABC** fire extinguishers located inside the tents, canopies or membrane structures and near the cooking area. All other tents, canopies or membrane structures shall have a minimum of **one 5-pound ABC** fire extinguisher located near or next to the tents, canopies or membrane structures. Check with the fire code official to see if any other means of fire protection will be required such as fire trucks, fire hose lines, water supplies or any other auxiliary fire equipment as required by the fire code official.

Cooking Tents: Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet.

Cooking Equipment and Warming Devices: All cooking equipment and warming devices to be used under or near tents, canopies or membrane structures shall be approved by the Fire Code Official.

LP Gas: LP Gas container shall be located outside of the tents, canopies or membrane structures and secured to prevent tanks from being turned over. All tanks, piping, valves and fittings, which are being used to fuel equipment inside the tents, canopies or membrane structures shall be adequately protected to prevent tampering and located in approved location. Safety release valves shall be pointed away from the tents, canopies or membrane structures. Tanks 500 gallons or less shall have a minimum separation between the tank and the structure not less than 10 feet. Tanks 500 gallons or more shall have a minimum separation between the tank and the structure not less than 25 feet.

Flammable or Combustible liquids: Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents, canopies or membrane structures.

Refueling: All refueling of equipment and other items using flammable /combustible liquids shall be performed in an approved location not less than 20 feet from all tents, canopies or membrane structures.

Display of motor vehicles: Batteries shall be disconnected in an appropriate manner, no fueling or defueling of vehicle or equipment within tents, canopies or membrane structures. Check with Fire Marshal's

Office for more information on requirements for parking vehicles and other equipment within tents, canopies or membrane structures.

Separation of generators: Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. Check with the Fire Marshal's Office for other approved means of separations. Generator must be properly grounded, it must be GFIC protected, all moving and hot components must be properly guarded, the engine exhaust must have a US Forestry approved spark arrestor and it must not generate noise greater than 70 decibels at 3 feet.

Standby personnel: When, in the opinion of the fire code official, it is essential for public safety in tents, canopies or membrane structures used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified fire persons, as required and approved by the fire code official. These individuals are to remain on duty during the times such places are open to the public, or when such activity is being conducted. There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved by the fire code official.



NON-Food Vendor/Exhibitor Application

Check one: Arts/Crafts Non-Profit Business/Other

Check one: Friday & Saturday Vendor Saturday Only Vendor
(See set-up times on p.1)

****11:00 PM Booth Closing Time****

Check one: No, we will not be bringing a generator

Yes, we will bring our own generator – **Noise level must not exceed 70 decibels nor emit fumes deemed excessive or detrimental to other vendors. Decibel levels will be checked periodically and any legitimate complaints from other vendors will require that use of the generator be discontinued.**

Business Name: _____

Address: _____

City State & Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Contact Name: _____

Email Address: _____

LIST OF ALL ITEMS TO BE SOLD OR DISPLAYED AT THE BOOTH. (VENDORS ARE LIMITED TO SELLING ONLY ITEMS LISTED ON THIS APPLICATION.)

NON-Food Vendor Booth Space Rental Fees (Circle your selections):

	<u>Saturday Only</u>
Non-Profit Organizations 10' x 10' booth	\$25.00
Artisans/ Crafters 10' x10' booth	\$75.00
Business/Others 10' x 10' booth	\$100.00
End/Corner Booth – additional fee	\$50.00

* To qualify for Artisans/Crafters booth fee 100% of the items sold at the booth **must be handcrafted by the exhibitor.**

# SPACE(S) REQUIRED _____	Rental Fees \$ _____	
	End Booth \$ _____	
	Total Due \$ _____	

DENVER DAYS FALL FESTIVAL LIABILITY DISCLAIMER

I HAVE READ, UNDERSTAND, AND HEREBY AGREE TO ABIDE BY AND FULLY COMPLY WITH THE RULES AND POLICIES OF THE DENVER DAYS FALL FESTIVAL AND LINCOLN COUNTY.

I FURTHER UNDERSTAND AND AGREE THAT DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS ARE NOT LIABLE OR RESPONSIBLE IN ANY WAY FOR DAMAGES, INJURY, THEFT OR LOSS OF ME, MY ORGANIZATION, OR ANY PERSONS OR GOODS FROM ANY CAUSE WHATSOEVER. I AGREE TO INDEMNIFY AND HOLD HARMLESS DENVER DAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND OWNERS OF THE FESTIVAL GROUNDS AGAINST ANY SUCH LOSS, DAMAGE, OR THEFT.

I AGREE THAT DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS CANNOT BE HELD RESPONSIBLE FOR ANY CLAIMS FOR DAMAGE, INJURY OR LOSS ARISING OUT OF OR IN CONNECTION WITH USE OF SPACE OR FESTIVAL GROUND.

IN THE EVENT THAT THE 2018 DENVER DAYS FALL FESTIVAL IS UNABLE TO BE HELD AS SCHEDULED DUE TO ACTS OF NATURE, ACTS OF GOD, OR ANY OTHER REASON BEYOND THE CONTROL OF DENVER DAYS, INC., OR IF THE FESTIVAL IS INTERRUPTED IN ANY WAY, I AGREE THAT NO REFUND WILL BE MADE AND THAT DENVER DAYS INC. AND ALL AGENTS OF DENVER DAYS INC. WILL NOT BE HELD RESPONSIBLE.

I UNDERSTAND AND AGREE THAT DENVER DAYS, INC. AND ALL AGENTS OF DENVER DAYS, INC. IN NO WAY GUARANTEE ANY RETURN OR BENEFITS TO EXHIBITOR. I AGREE TO FOREVER INDEMNIFY AND HOLD HARMLESS DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS FROM AND AGAINST ANY AND ALL CLAIMS FOR LOSS, DEATH OR DAMAGE OF PERSON OR PROPERTY AND ANY OTHER LOSS WHATSOEVER ARISING OUT OF ANY ACT, OMISSION, OR NEGLIGENCE IN THE OPERATION OR CONDUCT OF ME OR MY BUSINESS, INCLUDING VIOLATION OF ANY LAW, AND ALL ATTORNEY'S FEES AND COSTS INCURRED BY THOSE PARTIES.

ALL THE FOREGOING IS AGREED TO IN CONSIDERATION OF AND AS A CONDITION PRECEDENT TO DENVER DAYS, INC. PROVIDING TO ME OR MY BUSINESS APPLIED FOR EXHIBITOR SPACE.

THESE INDEMNIFICATION PROVISIONS SHALL SURVIVE AFTER THE 2018 DENVER DAYS FALL FESTIVAL.

Name (Print Clearly)

Signature _____
Date

Business/Organization Name _____
Address

SEND COMPLETED APPLICATION AND PAYMENT, ALONG WITH COMPLETED LIABILITY DISCLAIMER TO:

DENVER DAYS, PO BOX 1701, DENVER, NC 28037