

VENDOR HANDBOOK



This handbook outlines the policies, procedures, and expectations for all vendors and exhibitors participating in the Jones County Heritage Festival.

These policies are designed to ensure a safe, organized, and family-friendly event that reflects the festival's mission and heritage focus.

Submission of a vendor application constitutes agreement to all policies contained in this handbook.

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FESTIVAL OVERVIEW & MISSION

The Jones County Heritage Festival is a community-centered event that celebrates the traditions, agriculture, and culture that make Jones County unique. It serves as an opportunity for residents and visitors to connect, learn, and experience the rich history and talents within our county.



Vendors and exhibitors are essential in bringing this experience to life by offering interactive, educational, and engaging opportunities for attendees of all ages. Through thoughtful planning and participation, we aim to create a welcoming and memorable event for everyone.

Participation is curated to ensure the festival remains balanced, organized, and aligned with its mission. The festival also aims to keep activities accessible and affordable while supporting local businesses and community partnerships.

VENDOR APPLICATION PHASES & PRIORITY

Vendor applications are reviewed and accepted in three phases to ensure appropriate representation of heritage, food, and general vendors. The festival reserves the right to close any phase early once capacity is reached.



Phase 1 – Heritage Skill Exhibitors:

Traditional skills, demonstrations, agricultural education, and heritage-based exhibits.
(Priority)



Phase 2 – Food Vendors:

For-profit and nonprofit food vendors, subject to space availability and item variety.



Phase 3 – General Vendors & Exhibitors:

Craft, retail, informational booths, school clubs, youth organizations, and political campaigns.

VENDOR APPLICATION PHASES & PRIORITY CONTINUED

Application Deadlines & Acceptance Process

- All vendor and exhibitor applications must be submitted by the deadline indicated on the registration form.
- Submission of an application does not guarantee acceptance.

Applications are reviewed based on:

- Application phase priority
- Space availability
- Product or service variety
- Alignment with festival mission and goals

Applicants will receive an acceptance or denial email within three (3) business days of submission.

Approved vendors will receive:

- Space assignment details
- Setup instructions and timeline
- Additional event information and requirements

FEES, PAYMENT, & REFUND POLICY

Fees are based on vendor type and services needed at your booth. An invoice will be issued upon acceptance.

➔ HERITAGE SKILL EXHIBITORS

FREE

Presenting traditional crafts and techniques through live demonstrations. May sell their demonstrated crafts.

➔ SCHOOL CLUBS & YOUTH ACTIVITY

FREE

Showcasing student-led projects, fundraising efforts for school or local youth clubs, or interactive events for young attendees.

➔ EDUCATIONAL EXHIBITORS

\$25

Offering informative exhibits and engaging activities throughout the festival. Absolutely NO sales.

➔ FOOD VENDORS

\$45

Providing food items for sale, with proper permits or submission of the Temporary Food Establishment form.

➔ POLITICAL CAMPAIGNS

\$50

Engaging in any campaign-related activities or outreach during the festival.

➔ ALL OTHER VENDORS

\$40

Selling anything at all other than food items. This includes but not limited to raffle tickets, jewelry, cookware, plants, candles, clothes, etc.

➔ FLOATER

\$15

For vendors who prefer to walk around and distribute information rather than having a designated booth space. Floater vendors will be provided with lanyards for identification but will not have a set area, table, or chair.

OTHER FEES

ELECTRICITY **\$20**

LATE PAYMENT **\$15**

A late payment fee will be applied to any registration submitted after the deadline or any payment not received by the deadline. No exceptions.

- All vendor and exhibitor fees are NON-REFUNDABLE.
- Refunds will only be considered if the festival is cancelled or under extreme circumstances.
- Approved refunds will be processed after the festival concludes.
- Vendors who cancel after the deadline or fail to attend the festival will not receive a refund for any reason.

VENDOR SPACE SELECTION & BOOTH RULES

Vendors will select their own booth space after acceptance and payment. Booth selection is offered on a first-paid, first-select basis.

- A digital vendor map will be provided.
- Once selected, booth locations are final.
- The festival reserves the right to adjust booth assignments for safety, accessibility, or operational needs.



INSIDE SPACES

10' X 10'

- Includes (1) six-foot table and (2) chairs
- No tape, tacks, nails, or adhesives may be used on walls, tables, or chairs
- Electricity availability is limited.

*Requests for additional space must be listed in the Special Needs section. Double spaces require payment for both spaces.



OUTSIDE SPACES

15' X 15'

- Tables, chairs, and tents are not provided
- Electricity availability is limited.
- Vendors requiring electricity must bring a 75-foot extension cord.

*All booth materials need to be inside your space and not evading another vendors spot. No exceptions.

Due to limited space, the festival limits the number of vendors selling similar or duplicate items. Vendors must list all items intended for sale or display.

- Acceptance is based on item type, category balance, and submission date.
- Vendors may only sell items approved in their application.
- Selling unapproved items may result in removal without refund.
- Direct Sales / MLM Vendors: Only one representative per brand will be accepted (first-come, first-approved).

FUNDRAISING, RAFFLES & PROHIBITED ACTIVITIES

Fundraising, Raffles & Sales

- Fundraising, raffles, ticket sales, or solicitations are not permitted without prior approval and must be disclosed in the application. No additions after acceptance without written approval.
- Any sales (including fundraising) place vendors in the “Other Selling Vendor” category, regardless of nonprofit status, except approved School Clubs/Youth Activity booths.
- Unauthorized activities must cease immediately and may result in removal without refund.

Political Activity

- Political advocacy is permitted only at vendor booths or through general interaction (including floaters).
- No stage time, speaking opportunities, or amplified announcements will be provided.

Guest Interaction Expectations

- Vendors may share information but must remain respectful and non-intrusive.
- If an attendee is not interested, vendors must not continue to engage or pressure them.
- Floating vendors must avoid repeated or unsolicited approaches.
- All vendors are expected to maintain a welcoming, family-friendly environment.
- Failure to follow these guidelines may result in removal without refund.

FESTIVAL BUCKS

(Optional)

What are Festival Bucks?

Festival Bucks are festival-created “fake money” awarded to winners of contests held this Spring and Summer. They can be used to pay for participation in Heritage Activities or any festival committee-led activities at this year’s festival.

- Vendors who opt in must have items available for attendees to purchase with Festival Bucks.
- Vendors who need to cancel participation must notify the festival immediately, as an icon on the festival map will indicate which vendors are accepting Festival Bucks.

Website Feature & Contact:

- Vendors who participate are featured on our festival website as official Festival Bucks-accepting vendors, including information on how attendees can contact them for future purchases.

No Cash Exchange:

- Vendors who participate will not receive cash refunds for Festival Bucks accepted.
- Vendors who collect Festival Bucks may throw them away or keep them if they choose.

A picture of our Festival Bucks will be sent out to the vendors prior to the festival.

FESTIVAL RAFFLE DONATIONS

(Required)

All vendors are required to donate an item for the festival raffle.

- **Exclusions:** Food vendors and certain others may be exempt on a case-by-case basis.

- **Examples of Donated Items:**

- Heritage skill items
- Jewelry or crafts from your booth
- Vouchers for a free class or service at your business

Raffle Details:

- The raffle will take place during the last hour of the festival in the large auditorium, alongside the awards presentation.
- Items may be donated in advance at our office (*N.C. Cooperative Extension - Jones County Center, 367 NC Hwy 58 S, Unit A, Trenton, NC 28585*) or brought during setup on the day of the festival.
- Vendors are not allowed to participate in the raffle.
- Items should be new and in excellent condition.
- Vendors should label items with their booth/business name and provide a short description.
- Participating vendors may receive acknowledgment on stage, in the program, or on social media.

FOOD VENDOR REQUIREMENTS & HEALTH REGULATIONS

Food vendors (excluding nonprofits) must submit a **Temporary Food Establishment Application to the Jones County Health Department:**

- Permit fee: \$75
- Due 15 days before the festival.
- Only approved food items may be sold
- Vendors are responsible for obtaining and complying with all required permits

All vendors selling edible food products must follow safe food handling practices, including:

- Wearing gloves and hair restraints
- Proper handwashing
- Separate individuals handling money and food
- Maintaining appropriate food temperatures



ANIMALS & SAFETY

- Only service animals are permitted, unless the vendor is an approved animal exhibitor.
- Approved animal exhibitors must:
 - Provide handwashing stations
 - Post clear signage directing guests to wash hands after contact
 - Ensure animals are properly contained and handled safely at all times
- Animals must be healthy, non-aggressive, and appropriate for public interaction.
- Exhibitors are responsible for constant supervision of animals and their interaction with the public.
- All animal areas must be kept clean and sanitary, including prompt waste removal.
- The festival reserves the right to require removal of any animal that poses a safety or health concern.



SETUP, FESTIVAL OPERATIONS & CLEANUP

- Setup times will be communicated in advance. Vendors must complete setup before the end of the assigned time.
- Vendors are responsible for setting up their booths and ensuring a representative is present at the start of the festival, including if participating in the parade.
- All vehicles must be removed from festival grounds prior to opening, unless prior approval is granted.
- Vendors are responsible for bringing sufficient change. No monetary change will be provided.
- Vendors must keep their area clean throughout the event and leave their space free of debris upon departure.
- Failure to clean the assigned area may affect future participation.



The Jones County Heritage Festival reserves the right to refuse, remove, or restrict any vendor who does not comply with festival policies or whose actions detract from the festival's mission or atmosphere.

Removal due to non-compliance does not qualify for a refund.

CONTACT INFORMATION

Submission of a vendor application constitutes agreement to all policies outlined in this handbook.

The Jones County Heritage Festival reserves the right to interpret, enforce, and update these policies as needed to ensure the success and safety of the event.

Questions? Contact the Jones County Heritage Festival Committee:

 252-448-9621 MON-THURS 8AM-5PM & FRI 8AM-12PM

 jcheritagefestival@jonescountync.gov

 367 NC Hwy 58 S, Unit A, Trenton, NC 28585

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