



2010 LAST FRIDAYS VENDOR INFORMATION

Hillsborough Arts Council * PO Box 625* Hillsborough, NC 27278* (Phone) 919-643-2500

Thank you for your interest in being a vendor at Last Fridays, an event of the Hillsborough Arts Council. The main objective of Last Fridays is to invite people to Historic Hillsborough to enjoy family oriented entertainment, to purchase handmade crafts and art products from local artists and craftspeople and to learn about local 501(c)(3) non-profit organizations.

The Council will provide vendor space (see attached map) for artists, non-profits, and political campaigns from Orange County and neighboring counties. If a vendor commits to at least four out of the six Last Fridays events they will have a permanent booth space for the season.

INSTRUCTIONS

You are applying to be a vendor in the Hillsborough Arts Council's Last Fridays event held from 6:30 – 9:30 pm, on the last Friday of each month from April through September 2010.

The Hillsborough Arts Councils strives for product diversity, festival spirit and quality merchandise when selecting vendors. For this reason, we reserve the right to *delete proposed merchant items for sale from selected merchant applications*. Applicants shall be given the opportunity to accept the deletions, to make mutually agreeable substitutions, or to withdraw from the selection process without penalty.

Booth space dimensions are 10' x 10' for Artist/Craftsperson and Non-profit Organizations. Table space dimensions are 8' x 4' for Political Campaigns in a designated area. If any equipment is to be used on-site to perform, demonstrate or create products, it must be contained within the specified space allocation. The Hillsborough Arts Council will *NOT* provide access to a power source. Each vendor is responsible for the design, construction and disassembly of each booth structure as scheduled by the event Coordinators. The Hillsborough Arts Councils will not provide tables, tents or a power source. Any booth that does not conform to size specifications or appearance regulations will not be allowed to participate in the event.

It is the responsibility of each vendor to continually clean up the booth and the area surrounding the booth; each vendor shall leave the area in the same condition as when they arrived.

READ!	Read all information contained in this packet carefully!
APPLY	Complete the application online the Last Fridays Vendor page of the website (http://www.hillsboroughartscouncil.org/LastFridaysVendors.html), or click here .)
TWO ARTISTS APPLYING TO SHARE A BOOTH	If two artists/craftspeople want to share a booth, both individuals will have to submit photos of their work (see below). Indicate on one application both artists' names and contact information.
PHOTOGRAPHS	Artists - please mail 3 photos or email digital images of your merchandise to lfvendors@hillsboroughartscouncil.org . Emailing is preferred.

TOWN OF HILLSBOROUGH SPECIAL EVENTS PRIVILEGE LICENSE	Artist/Craftsperson must obtain a Town of Hillsborough Special Events Privilege License for the 2010 Last Fridays’ season (one-time fee of \$15.00). Non-profit Organizations and Political Campaigns are exempt from this license. Payment information is below.
FOOD	Only non-profits are permitted to sell food as a fundraiser for their organization at Last Fridays. Due to health code regulations for-profit businesses are not permitted to sell food at Last Fridays.
PAY	All vendors write one check or money order payable to the Hillsborough Arts Council for their booth fee. Only artists/craftspeople must write second check or money order payable to the Town of Hillsborough for the Town of Hillsborough’s Special Events Privilege License. Your online application will double as the Special Events Privilege License application.
MAIL/ CONTACT	Mail photographs and fees to Last Fridays, Hillsborough Arts Council, PO Box 625, Hillsborough, NC 27278. Contact the Last Fridays Management at 919-643-2500 or lfvendors@hillsboroughartscouncil.org with any questions.
RECEIVE	You will receive confirmation from Last Fridays’ Management if chosen as a vendor. Should your application not be accepted, you will be notified as well and your booth fee returned. <i>If you are not accepted, you will not receive notification.</i>

The following is for information purposes and the Hillsborough Arts Council is not responsible for collecting or filing any of the applications or taxes below.

NC SALES TAX	Please see the North Carolina Department of Revenue’s website http://www.dor.state.nc.us/business/index.html for further information pertaining to the NC Sales Tax.
NON-PROFITS SELLING FOOD	It is the responsibility of non-profits selling food to comply with the Orange County Health Department’s guidelines. Per the Orange County Health Department 100% of profits are be returned to the non-profit organization. Please see the attached Temporary Food Permit application from the Orange County Environmental Health Division pertaining to the sale of edible products. The Temporary Food Permit application for each qualifying booth must be received by the Orange County Health Department, Division of Environmental Health ten (10) days prior to the event. For further information contact the Orange County Health Department at 919-245-2361. Note: the Orange County Health Department, Division of Environmental Health will receive a list of all Last Fridays vendors from the Hillsborough Arts Council.

To have a permanent assigned booth space, vendors must commit to at least **four** Last Fridays events. Vendors should call or email in advance if they are unable to attend on a date they signed up for, as there may be vendors on a waitlist wanting to participate in the event. See [“Cancellation Policy”](#).

VENDOR BOOTH AND FEE SUMMARY

VENDOR TYPE	Cost Per Event
Artist/Craftsperson (10' x 10' Booth Space)	10.00
Artist/Craftsperson Shared Booth (10' x 10' Booth Space)	15.00
Political Campaigns (8' x 4' Table Space)	10.00
Non-profit Organization (Information and selling merchandise or food) (10 x 10 Booth Space)	10.00
Non-profit Organization (Information only) (10 x 10 Booth Space)	8.00

TOWN OF HILLSBOROUGH SPECIAL EVENTS PRIVILEGE LICENSE

Artist/Craftsperson must obtain a Special Events Privilege License for the 2010 Last Fridays' season	One-time fee of \$15.00
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ARTIST/ CRAFTSPEOPLE – EXAMPLE PRODUCTS

<i>ALL ITEMS ARE TO BE HANDCRAFTED</i>	Basket Weaving Jewelry Print Making Black/Metal Smith Leatherworks Quilting Blown Glass/lamps Musical Instrument Soap Making Calligraphy Needle Crafts Spinning/Weaving Candle Making Painting Stained Glass Carpetbags Paper Cutting/Dye Textiles/Clothing Drawing/Etching Photography Toy Making Furniture Pottery/Sculpture Wood Carving
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2010 Last Fridays in Hillsborough Event Specifications and Requirements

TERMS AND CONDITIONS:

Event Location: Historic Downtown Hillsborough, vendor set up in the historic Courthouse block including the section of closed East King Street, Hillsborough North Carolina.

Event Dates and Times: 6:30 – 9:30 pm, Fridays April 30, May 28, June 25, July 30, August 27, and September 24.

Application: An application is a commitment to the event, but does not mean you are accepted in the events. No full refunds will be given after the acceptance notice has been sent. See [refund policy](#). Artists must mail a minimum of three (3) photos or email digital images of your work. Your mailed photos will be returned after the first Last Fridays.

Refund Policy: Booth space fee and Town of Hillsborough Special Events Privilege License fee will be refunded if application is not accepted. If you are unable to attend any event that you have been accepted for, the Arts Council will attempt to fill your space. If your space is filled, payment can be applied to the next event you have signed-up to attend or if you are not attending future events, will be returned. In the event your space cannot be filled, no refunds will be made.

Cancellation Policy: Vendors should call or email 5 days in advance if they are unable to attend on a date they have signed up for. Failure to notify Last Fridays Management more than once could result in reassignment of the vendor's space. If a vendor is committed to a Last Fridays, which is cancelled, not appearing at the event will not count against the vendor.

Booth Set Up: Can begin no earlier than 5:45 pm to ensure orderly setup. The Courthouse greens are not level in some areas so bring necessary shims if needed for your booth setup.

Booth Breakdown: All booths must be off the street and courthouse lawn by 10:00 pm the evening of the event. All materials must be completely removed from the street and the courthouse lawn. If booth space is not cleaned up and abundance of garbage is left behind, the vendor will be charged a clean-up fee of \$100.00.

Booth Operation: The booth must be open and staffed during regular event hours. Anyone arriving late may be refused entrance to future events. Nothing shall be placed on the sidewalks or interfere with the buildings, entrance or walkways of downtown building or residences. Vendor's booths must not interfere with adjacent exhibits in any way. Vendors shall be liable for delivery, handling, erection and removal of their own displays and materials.

Merchandise: Last Fridays Management will determine through its selection process whether merchandise is acceptable. Vendors can display or sell only juried merchandise as listed on application. Stored inventory must be covered and kept from public view. Otherwise you will need to store your merchandise in your vehicle.

Vendors and their staff must exhibit professional behavior at all times while on the event site. The Last Fridays Management reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the vendor, their staff and exhibits being excluded from the event site without refund. This may impact your acceptance in future events.

Vendors are **not** to bring alcohol or pets, except animal service agencies that have been approved to bring pets, to the event.

Vendors should consider a tent or coverage in case of light rain. If the event is cancelled, the decision will be made at 4:00 pm on the day of the event. Please check for cancellations at www.lastfridays.org or call 919-643-2500.

Vendors may not sublet any portion of their space to another non-juried exhibitor.

No microphones or noisemakers may be used at the event without the permission of Last Fridays Management.

Hillsborough Arts Council in Hillsborough will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to the reasons of the enclosure in which the event is held, being before or during the event is destroyed by fire, or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances, or legal authority or any other act beyond the control of the Hillsborough Arts Council that makes it impossible or

impractical to hold the event. The Hillsborough Arts Council will not be liable for any damage done by vendors to public/private property during set-up, tear down and regular operation hours. This includes the operation of any equipment (motorized or non-motorized.)

***Visit the Last Fridays Vendor page of the website
(<http://www.hillsboroughartscouncil.org/LastFridaysVendors.html>) to
apply online.***

***Applications and checks are due by the 15th of the Month to be eligible
for that month's Last Fridays event.***

2010 LAST FRIDAYS VENDOR LAYOUT

