



## 2022 POPS VENDOR APPLICATION

*- Please keep a copy of this application for your records -*

**Event:** DiverseCity (Saturday, September 17, 2022)

**Hours of Operation:** 1PM-7PM

**Location:** Forest City Pavilion On Park Square (POPS)  
153 Park Square  
Forest City, NC 28043

**Application Deadline:** Friday, September 2, 2022

DiverseCity is a multicultural festival that celebrates and unifies the cultural cornerstones of various heritages through live music, food, artisans, vendors and more. POPS will be transformed into a marketplace of cultural favorites paired with jamming music for a sizzling family fiesta. This integrated event will feature something for everyone, and attendees can journey through various represented countries and experience their people, music, art, food and culture.

Admission is free to the public, and the event is kid-friendly. Booth vendors will set up throughout the park that offer different experiences like handmade art exhibits, information about cultural programs in Rutherford County, face painting and more. Food vendors will set up outside of the park on Mill Street. There is a \$50.00 fee for vendors to participate.

We believe that this is a great way for us to come together as a community to showcase all of the amazing cultural opportunities that are available in Rutherford County. We hope that we can count on your participation with DiverseCity to make this as successful as possible. Please contact [ariannaedwards@townofforestcity.com](mailto:ariannaedwards@townofforestcity.com) if you have any questions. Thank you in advance for your support!

### Requirements:

- Five high quality images of your most recent work in order to be juried (four of work and one of display)
- Signed and completed application form
- \$50 vendor fee (check or money order made out to Town of Forest City)

**PLEASE MAKE CHECKS PAYABLE TO:** Town of Forest City. Please send checks and vendor application to:

Town of Forest City  
c/o Arianna Edwards  
PO BOX 728  
Forest City, NC 28043

Digital applications may be submitted via email to [ariannaedwards@townofforestcity.com](mailto:ariannaedwards@townofforestcity.com). If you are accepted, digital photos help us to promote you on our social media, website and local newspapers.



## 2022 POPS VENDOR APPLICATION

*- Please keep a copy of this application for your records -*

### Jury and Process:

A Jury Committee of experienced artists, community members and Town staff will review all applications and select vendors.

- Send your best and most current photos - they are an important factor in your acceptance or non-acceptance. Selection is based on quality of work, creativity and booth display.
- Artists are juried by medium so please select accordingly on your application.
- Applications are juried anonymously.
- The Jury Committee's decisions are final.

### Fees

- 10' x 10' Booth Fee (limited number; first come, first serve) \$50  
(We will hold your check until you have been selected.)

### Guidelines:

- All artists and their associates are responsible for following the guidelines. If you fail to comply with the guidelines, you may be asked to leave the festival without refund.
- Booth spaces are 10' x 10' - location is determined by the DiverseCity Committee.
- Vendors accepted for participation in the show must be in attendance during the festival.
- Vendors must supply their own tent, tables, chairs, display materials, etc. Electricity is not provided.
- Sales are limited to the work photographed/described in your application, thus approved by the DiverseCity Committee. Failure to adhere to this policy will result in dismissal from the festival without refund.
- All art products available for sale must be handmade. No machine-manufactured, mass-produced, imported, pre-formed, pre-cut or kit items are allowed. No commercially manufactured items or imported items are allowed. No crafts constructed from manmade materials (ex. plastic, PVC pipe, etc.) are allowed. No pre-made items from other merchandisers are allowed.
- No commercially made t-shirts and/or other branded items
- No generators or loud sound systems
- No selling or giving away food or beverages
- No selling or solicitation outside of assigned booth space
- No pets except service animals
- Artists must stay open to the public until 7PM. No vehicles will be allowed onto the grounds until 7:30PM or until festival management deems it safe.
- The festival is held outdoors, rain or shine. There are no refunds due to weather.
- A \$30 transaction fee will be charged for any check returned for non-sufficient funds.
- Your signature on the Application Form constitutes an agreement to be bound by the stated policies.
- TOFC is required by state law to collect your sales tax number. Please visit [dor.state.nc.us](http://dor.state.nc.us). Vendors are responsible for collecting and reporting appropriate sales tax to: Sales & Use Tax Division/NC Department of Revenue, PO Box 25000, Raleigh, NC 27640.



## 2022 POPS VENDOR APPLICATION

*- Please keep a copy of this application for your records -*

### Tips For Vendors:

- Have at least two people in your booth.
- Take the time to walk around to the other exhibits.
- Use your time at DiverseCity to meet, greet and engage with guests.
- Wear your exhibitor nametag at all times.
- Gear your booth display to families and children – make it specific to your organization and the theme of the event.
- Want to capture the names of people passing by your booth? Offer a drawing for a product or a service.
- Bring plenty of business cards and promotional materials.
- Think “outside the box” for booth ideas – not just the same gimmicks everyone else uses.
- Keep your exhibit open for access by visitors by carefully positioning potential barriers such as tables and displays.
- It is never too early to start planning for this event. The day will sneak up on you if you are not careful! Try to make the display colorful and exciting and have fun with the theme.
- Utilize the full setup timeframe to allow yourself extra time to get everything together.

### Important Dates:

- September 2, 2022 – Application deadline (with photos and \$50 vendor fee)
- September 8, 2022 - Notifications of acceptance/rejection will be mailed or emailed.
- September 12, 2022 – Map and booth assignment mailed
- September 17, 2022 – DiverseCity
  - Set-up begins at 11AM
  - Set-up concluded by 12:30PM
  - DiverseCity – 1PM-7PM



# 2022 POPS VENDOR APPLICATION

- Please keep a copy of this application for your records -

Name of Vendor/Business: \_\_\_\_\_

(As you would like it to appear on DiverseCity's marketing materials)

Your State Sales Tax Number: \_\_\_\_\_

(Usually 9 digits; North Carolina's all start with 60. Please do not give us your Federal Employer Identification Number.)

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Nighttime Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

If you have a Facebook page, list its name: \_\_\_\_\_

Medium (circle or highlight all that apply):

Painting	Pottery/Ceramic Arts	Jewelry	Photography
Metalwork/Woodwork	Glass	Other: _____	

Names of Event Workers: \_\_\_\_\_

How did you hear about DiverseCity? \_\_\_\_\_

Please list three events/shows/galleries where you exhibited within the past three years:

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

Photo Descriptions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- Price Range: \_\_\_\_\_
- Price Range: \_\_\_\_\_
- Price Range: \_\_\_\_\_
- Price Range: \_\_\_\_\_

5: Your Booth Display



# 2022 POPS VENDOR APPLICATION

- Please keep a copy of this application for your records -

### Checklist:

- This signed, completed application
- Five (5) best quality, recent photos (four of your work and one of your booth display)
- \$50 Booth Fee
- Optional - if mailing your application: Self-addressed, stamped envelope with sufficient postage to return your mailed photos. If you choose not to provide an envelope, your photos will not be returned.

### I acknowledge that, if accepted:

- I will comply with all the 2022 DiverseCity Guidelines outlined in this application.
- My application is invalid if all necessary forms and photos are not submitted in full and applicable fees are not paid by deadlines.
- All decisions of the DiverseCity Committee are final and made in accordance with the overall objectives of the festival.
- My signed application constitutes a contractual obligation to follow all the rules and guidelines set forth within this document and is a commitment to participate if accepted.
- It is my responsibility to pay all sales taxes to the State of North Carolina.
- The Town of Forest City is responsible for making final decisions in regards to DiverseCity and I agree to abide by its decisions.
- I release the Town of Forest City, the DiverseCity Committee, staff and volunteers from any responsibility for damage, loss, theft or injury.
- Violation of rules and guidelines prior to or during the festival will result in loss of booth space without refund.
- By signing this form, I accept responsibility for any associates that may assist me at the festival.

By signing below, I hereby agree to abide by the rules and regulations set forth by the Town of Forest City. I understand and agree that there will be no refunds and that decisions of the Town of Forest City are final. Furthermore, I hereby release and forever discharge the Town of Forest City and their agents and representatives from any responsibilities, personal liability, loss, claims or damage arising out of or in conjunction with this event.

---

Name	Signature	Date

  


---

Town Employee Name	Signature	Date