

## SAFF Vendor Contract

We are pleased that you are with us for SAFF. Enclosed in this letter is information that you need for our event. If there is an error or if you have any questions please feel free to call me, and I will look into the issue/concern. The vendor location maps are posted online. Classes scheduled for Thursday are in the Expo Building. We will make every effort to keep students in the expo building and not allow them into vendor areas. Exhibitors should not leave merchandise unattended during the show hours and especially during move in and move out periods. Early breakdown and packing, or moving merchandise out of your booth prior to closing time is not permitted, and you will not be allowed to return. No one will be admitted to the show early without proper badges. Vendors will be provided with Vendor badges. Reasonable care is exercised by the show to help protect exhibitors from loss of merchandise, but SAFF accepts no responsibility for loss of merchandise. All the property of the exhibitor remains under the control of the exhibitor, subject to the rules and regulations of the show. Vendor Chair assigns space with request being considered, reserving the right to make changes as necessary. Exhibitors may not assign, share, or sublet, any or all of the space. Booths must be manned during the hours of operation.

***Davis Arena Check in is on Wednesday and Thursday, Wednesday, from 12:00pm-5:00pm, the building will be locked at 6:00pm. Thursday check-in is from 10:00am-5:00pm, the building will be locked at 9:00pm.*** There will be no vehicles allowed to drive into the Davis arena at any time. You will need to be able to move your vehicle close to the building, unload, then move the vehicle, for both the check in and move out. There is one dock, and multiple doors. Please check in with me sometime on Wednesday or Thursday when you arrive. I will have a pass to hang on your car. Check in, is listed above, however you may set up if you know where your space is and do not have any questions. I will have your name badges which you will need to enter the building prior to 9:00am on Friday. I will also have vendor packets printed. Davis Arena each single booth space includes the following: Cement floor, reasonable access to electrical outlets, (bring extension cord if you have paid for power), 8 ft. tall drape along the back of each booth for display. 3' side rails with drape. You may not attach anything to the drapes. You may substitute your own pipe and drape on the sides as long as your neighbor does not object. You may not nail, tape, stick, staple or hang anything on the wall, columns or ceiling. Space in the Davis Arena is \$300.00 per booth. Power is \$25.00.

***Barn F Check in is on Thursday from 9:00am-5:00pm.*** I would encourage vendors not to set up till Thursday. Barn F cannot be locked but we do have security onsite for it from Thursday thru Sunday. Barn F spaces are sold space with no pipe & drape. These are outdoor spaces. You will have reasonable access to electrical outlets, (bring extension cord, if you have paid for power). These booth spaces are \$250.00. Power is \$25.00.

***Vendor Trailer Parking*** will be around the barn area, or gate 5. All trailers must be in these locations. We want to leave space close to the buildings for customers, therefore each area will have a designated trailer parking area.

Please **unload and remove** your vehicle as soon as possible so that others may do the same. We will have a maximum unloading time of **2 hours**. The loading time will be **1 hour, please do not bring your vehicle close to the building till you are ready to load**. No vehicles will be allowed to enter the load out areas till after 4:00pm Sunday. Show hours are Friday 9:00-6:00, Saturday 9:00-6:00 and Sunday 9:00-4:00. On Friday, Saturday and Sunday (am) we will lock the doors to the building at 6:30pm and unlock at 8:00am each day. **The only vendor access before 9:00 will be at the doors by the restroom, on the side where the Expo building is. We have a Deputy Sherriff at the door to only allow vendors in that have badges, so make sure you have yours. The outside doors will be unlocked so the public can use the restrooms, but he will only allow vendors with tags to enter. Please be aware that folks will offer to help you carry in your stuff so they can get in the building, please do not let this happen, also no propping the doors open.** Break down begins at 4:00pm on Sunday. The board has a policy regarding vendor break down. ***All vendors must be out of the building by 9:00pm.*** If you are not, you will not be allowed to have space in the Davis arena for the 2019 show and will be moved to an Outdoor Arena.

### ***Break Down on Sunday***

No vehicles can drive into the Davis arena; therefore you must pack up your booth and move it to your vehicle. We have helpers (Enka High School Wrestlers) who will be helping load cars. Please do not pull to the building till you are ready to load. Barn F vendors will also need to pack up their booth before bringing their vehicle to the barn.

**Electricity** is an additional \$25.00, you will need to bring an extension cord and a power strip. We are only providing the drops.

**Wifi** is available but as I always tell vendors have a backup plan. The Ag Center has installed a new wifi system. This year we will have a code. Please see me to get the code as we will not email it out to try and keep it secure. Please don't stream or watch movies on it as it slows it down. I know.... when they told me to tell you that I was shocked that anyone would have that kind of time. But last month at the Mountain State Fair they had a vendor that was letting his kids stream and watch movies and it slowed down the wifi for everyone. They did and can shut you down off the wifi system. My suggestion is to use the coded wifi for business, and there is a public wifi that will pop up when you enter the fairgrounds, that can be used for other things. You will see it come up on your device when you drive onto the fairgrounds.

**Camper Hookups** will be all over the fairgrounds. Lorri Helms is sending out RV passes. RV registration and passes are done online. Here is the online link <https://saffsite.org/event-information/lodging-rv-sites/>

**Tables and Chairs**-There are no tables or chairs available for rent. SAFF has been rapidly growing and we use all the tables and chairs that the facility has. Convention Makers is a great company to check with about rentals their number is (828)215-2254.

Please go to [www.dor.state.nc.us/taxes/sales/](http://www.dor.state.nc.us/taxes/sales/) to access your sales and use tax form. Our tax rate is 7%. ***This year we must keep on file either your registration number or sales tax id. Please e-mail those to me asap.*** A new NC State law (2013) also mandates that you must display your registration or sales tax number in your booth. You can have it anywhere you want but must provide it if asked by state personnel. Exhibitor is liable and responsible for their North Carolina Sales Tax number and it must be presented to Vendor Chair and displayed in your booth

**NC State Legislation states...**A person engaged in business in this State and selling tangible personal property, and certain digital property at retail, or rendering a taxable service at specialty markets, flea markets, fairs, festivals, sporting events, entertainment events, and other events and functions must register with the North Carolina Department of Revenue and is required to collect and remit sales and use tax unless a specific exemption applies to the product sold. The general State rate of tax is 4.75% and the applicable local and transit rates of sales and use tax vary depending on the local jurisdiction where a sale is sourced. The sale of "food" at retail as defined in N.C. Gen. Stat. § 105-164.3, is subject to the 2% rate of tax. The sale of prepared food is subject to general State rate of tax of 4.75% and the applicable local and transit rates of sales and use tax as applicable.

***This is why we have to have your number on file.***

### ***Responsibilities of the Specialty Market or Event Operator***

Effective August 23, 2013, N. C. Gen. Stat. § 66-255 states, in part, "[a] specialty market operator or operator of an event where space is provided to a vendor must maintain a daily registration list of all specialty market or other vendors selling or offering goods for sale at the specialty market or other event. The registration list must clearly and legibly show each vendor's name, permanent address, and certificate of registration number. The specialty market operator or other event operator must require each vendor to exhibit a valid certificate of registration for visual inspection by the specialty market operator or other event operator at the time of registration except as noted below, and must require each vendor to keep the certificate of registration conspicuously and prominently displayed, so as to be visible for inspection by patrons of the vendor at the places or locations at which the goods are offered for sale . . . For purposes of the registration list, the exemptions in G.S. 66-256 do not apply." A person that only sells products of the farm produced by the person must provide a written statement attesting that the items were produced by the person or provide the

qualifying farmer or conditional farmer exemption number issued to the person, as a farmer, by the Department to the specialty market operator or operator of an event. The certified statement or the qualifying farmer or conditional farmer exemption number obtained by the specialty market operator or operator of an event is required to be kept in conjunction with the daily registration list. Each daily registration list must be maintained by the specialty market operator or other event operator for no less than two years and must at any time be made available upon request to any duly authorized agent of the Department of Revenue.

N.C. Gen. Stat. § 66-250(5) defines a specialty market operator as "[a] person, other than the State or unit of local government, who rents space, at a location other than a permanent retail store, to others for the purpose of selling goods at retail or offering goods for sale at retail." N.C. Gen. Stat. § 66-250(4) defines a specialty market as "[a] location, other than a permanent retail store, where space is rented to others for the purpose of selling goods at retail or offering goods for sale at retail."

***Vendor & Instructor Hospitality Dinner-will be on Thursday evening @ 6:30 in the restaurant in the Davis Arena.*** This is a great time to meet other vendors and enjoy some fellowship.

***Food*** we will have a restaurant in the Davis Arena, the Lions Club selling home cooking in the Expo building and a food truck for SAFF in the parking lot.

We have a SAFF ravelry site, <http://www.ravelry.com/groups/saff> we would like to encourage you to join the SAFF group and post about what you are bringing to SAFF, demonstrations that you will be doing in your booth and generally anything that you want to post about. There is a vendor thread that has been started.

SAFF has an app for festival attendees that we hope will benefit everyone.

***Vendors who also teach*** the Expo Building will be open @ 8:00am on Thursday and Wednesday after 3:00pm. We do have some classes that start at 9:00.

If you have any questions please see me, not the volunteers at the information desk. They will not have the answers to vendor questions. Any abuse of any SAFF volunteers will not be tolerated and the offending vendor will be asked to leave.

My cell number is 828 778-7090 if you need to contact me. Sometimes depending on service, a text or email might be quicker.

Have a great SAFF-Lisa