

Bank Street Bistro and Brews

October Tour 2017

Welcome to OctoberTour 2017! OctoberTour is Historic Salisbury Foundation's largest fundraiser of the year and one of Salisbury's most prominent events. We know Bank Street will continue to increase in popularity and experience another great year! The following information will help prepare you for your participation in the 2017 Bank Street Bistro and Brews. Please read carefully and keep these first two pages for reference. The last page is a form to fill out and return, either by email, mail or in person at the HSF office at the Salisbury Depot, in order to register and assign you a location that suits your needs. We look forward to another successful year with your participation!

- **There is a fee from Historic Salisbury Foundation to participate. Vendors requiring electricity are asked to contribute \$50 and vendors not requiring electric are asked to contribute \$25. Please include this payment with your registration forms, or take it directly to HSF at the depot with 'Bank Street Bistro and Brews' on the Memo line.**
- Tour Dates and Times: October 14th (10am-5:30pm) and 15th (12-5:30pm). See section below regarding a wine wrap-up and reception Sat. evening.
- Set up begins at 8am Sat. morning on Bank St. between Jackson St. and Fulton St. We assign/coordinate your location on the street based on the varying needs, electrical and otherwise, of participants. Vendors have until 9:30 am to complete set up. Our Bank Street Coordinator should provide you with an assigned spot prior to the morning of.
- Bank Street will close to anything but foot traffic and vendor setup at 6am Saturday. During the tour hours, you may drive up to a street nearby for delivery of food, ice, etc. to your booth, but vehicle traffic will be prohibited beginning around 9:30am Sat.
- There will be tables for guests, and live entertainment will be provided.
- Security will be provided overnight, from 7pm to 7am.
- Bank Street reopens 8am Sunday morning.
- You may need a Temporary Food Vendor Permit from Rowan Co. Health Dept (\$50), and it is up to you to call them to make sure you meet all of their requirements. Contact: Randy Graham, 704.216.8529 or Greg McNeely Greg.McNeely@rowancountync.gov > **DUE TWO WEEKS PRIOR TO EVENT**
- We can have electrical hook ups for you if needed, but they are limited, and we will need to know 2 weeks ahead of time in order to assign you a location that suits your needs. Please indicate on your registration if you will need electricity.
- Please restrict your area to only what you really need.

- You can vend starting and ending at whatever times you wish, and set your own prices, but please help us and fellow vendors by giving us your very best estimation on times and offerings.
- Wine and beer will again be among the offerings this year on Bank St., and will be served in one location on the Hall House lawn, Saturday afternoon, evening, and Sunday afternoon. This is only allowed to be consumed on the Hall House Lawn. If you have any questions or concerns regarding this, please see contact information below.
- The Wine and beer Wrap-Up 'after hours' will continue again this year, as well as a reception at the Hall House for the talented Plein-Air artists that will be painting homes in Salisbury during the tour. The two coinciding events will continue until **7pm**. The general public will stay for the October Tour After Hours and are welcome to engage artists during the reception. You are welcome to stay the entire time or leave early, but please do your best to accurately assess your intentions. **We will have more signage and advertising of the event, and would love to see vendors stay, as well. We cannot grow this part of the Bank Street event without offerings to advertise. Entertainment will continue later to encourage people to stay as well.**

For all participants - civic organizations and food vendors - we encourage you to promote your business/organization's mission statement and messages consistent with that goal, but please refrain from being pushy or leaving your booth space to do so.

For any questions about this or any other concerns, please contact:

Sue McHugh - susanmchugh@fibrant.com 704-577-9965

Vendor Registration OctoberTour 2017

Name of Organization/Business: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

The following does not necessarily represent a commitment by you to serve any type of food, or be present during the hours you specify, but allows us to try and keep vendors from overlapping in their food offerings, as we strive to provide a consistent variety of food choices in a non-competitive environment.

What do you plan to serve/offer? _____

Will you need an electrical hook-up (food vendors only)? _____

Included check:

Yes _____ No, I will be mailing it separately prior to the event. _____

What times do you intend to be present/serving?

Saturday, Oct. 14th (10:00 - 5:30): _____

Sunday, Oct. 15th (Noon - 5:30): _____

After Hours Reception Saturday, Oct. 14th (5:00 - 7:00): _____

Please remember it is your responsibility to contact the Health Department for compliance with any permits necessary to participate.

Have you participated in Bank Street before? (circle one) Yes No

If yes, can you tell us what year(s)?

Please return to:

215 Depot Street, Salisbury, NC 28144

P.O. Box 4221, Salisbury, NC 28145