

Bank Street Art Market

OctoberTour 2017

Welcome to OctoberTour 2017! OctoberTour is Historic Salisbury Foundation's largest fundraiser of the year and one of Salisbury's most prominent events. This year we are excited to continue "Bank Street Art Market". The Historic Salisbury Foundation will be dedicating a portion of Bank Street to local craftsmen, artists, and antique dealers. We hope visitors will enjoy this fun new attraction. 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!

- The Bank Street Committee must receive entry forms by **AUGUST 15th, 2017**.
- Tour Dates and Times: **October 14th (10am-5:30pm) and 15th (12-5:30pm)**. After Hours and the Plein Air Artist Reception will be held on the Hall House Lawn from 5:00-7:00 on Saturday evening. Wine and beer will be served, and we have asked food vendors to stay to provide food for those who choose to eat dinner at the event. Please inform the Bank Street Committee if you plan to stay as well so that we may appropriately market for this event and locate you closer to the corner of the Hall House.
- There is a fee from Historic Salisbury Foundation to participate. If you would like a larger space please ask for pricing. There is no one-day fee. The OctoberTour will be held rain or shine. **NO REFUNDS**
 - 10' X 10' \$25 (if you need electricity fee is \$50)
- New Vendors **must send 4 photos of your product**, non-returnable, with their craft application. Your booth fee is only refundable if the Bank Street Committee should judge your application not acceptable. If you were approved the previous year, then you may skip this step!
- **Set up begins at 8am Saturday morning** on Bank St. between Jackson St. and Church St. We assign/coordinate your location on the street in order to vary offerings throughout the block. Vendors have until 9:30 am before vehicle traffic (to bring stuff to booth) is prohibited. You may receive this information at check in the day of the event.
- Bank Street will close to anything but foot traffic and vendor setup at 6am Saturday. During the tour, you may drive up to a street nearby for delivery of more products to your booth, but **vehicle traffic will be prohibited beginning around 9:30am Saturday**.
- **Crafters must provide** their own display equipment, tables, chairs and tents.
- There will be tables for tour visitors to eat at on the 300 block of Bank Street, and

entertainment and beer/wine (during afternoon hours) on the Hall House lawn.

- Security will be provided overnight, from 7pm to 7am.
- Bank Street reopens 9am Sunday morning.
- Please restrict your area to only what you really need to allow easier flow of foot traffic.
- You can sell 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 so that we may market accordingly.
- 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 and Sunday afternoon only. If you have any questions or concerns regarding this, please see contact information below.
- Only home-made craft items, home décor items, art or antiques allowed. No flea market items, screen print shirts, raffles, drawings, drinks or bottled water are allowed for sale at these booths. The Bank Street Committee reserves the right to approve or reject any application for any reason.
- Exhibitors are responsible for their own business transactions. You must follow all rules pertaining to NC Sales Tax.
- Permits/Licensing/Insurance: Vendors are required to obtain, at their own expense, any and all permits, licenses, certificates and/or insurances that may be required by the City of Salisbury, NC and/or Rowan County and/or the State of North Carolina. You must have a valid NC Sales Tax Certificate with you and on display. Download the [Required Tax Info for Craft Vendors](#) from our website for all of the details. Our staff is required to list all vendors and report them to the state. You are responsible for collecting and paying the tax.

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

Craft/Art/Antique Vendor Registration

OctoberTour 2017

Name of Organization/Business: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

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

Please describe what you are selling (4 photos are required for approval).

Booth Size:

10' X 10' \$25 fee _____ with electricity \$50 _____

What times do you intend to be present?

Saturday, Oct. 13th (10:00 - 5:30): _____

Sunday, Oct. 14th (Noon - 5:30): _____

After Hours Reception Saturday, Oct. 13th (5:00 - 7:00): _____

Please remember it is your responsibility to obtain, at your own expense, any and all permits, licenses, certificates and/or insurances that may be required by the City of Salisbury, NC and/or Rowan County and/or the State of North Carolina.

Make checks for fee payable to: Historic Salisbury Foundation with "Bank Street Art Vendor" on the Memo Line.

Please return to:

In Person: 215 Depot Street, Salisbury, NC 28144

Mail To: P.O. Box 4221, Salisbury, NC 28145

Historic Salisbury Foundation is a 501(c)3 not-for-profit organization, and receives no tax monies for its general operations. Programs of the organization are funded through sponsorships, donations, memberships and admission to the sites and special programs of the Foundation, such as OctoberTour. Your support is very important to HSF, and we **THANK YOU** for your help in continuing our mission. Please contact your tax preparer for information regarding your specific tax situation.

*Retain a copy of this Agreement for your tax records.

Donations to Historic Salisbury Foundation are tax deductible to the fullest extent of the law.