Hello, Everyone!

Mountain Gateway Museum will host its 36th Annual Pioneer Day on Saturday, April 25, 2020, from 10:00 a.m. to 4:00 p.m., on its grounds at the intersection of Catawba Avenue and Water Street in Old Fort, NC.

This letter is an invitation for you to participate in this year's event as either a craft demonstrator/vendor or a food vendor. Below is some information about our event—just in case you're not already familiar with it.

**Booth Fees:** The fee for a 12-foot-by-12-foot booth space is $35 for a craft booth or $40 for a food booth. Vendors who need electricity will be charged an additional $5.00 to help defray the museum's utility costs. A booth application form is enclosed.

Vendors who demonstrate their craft will have their booth fee waived. But demonstrations must be done throughout the entire day. All craft demonstrators must fill out the enclosed application form—even if their rental fee has been waived—and return it to Mountain Gateway Museum either by mail, e-mail or in person.

If your booth fee has been waived previously, please note that on your application. If you have a preferred booth location on the museum grounds, please describe that location on your form. And if you need electricity, please note that on the form, too.

Please submit completed booth rental forms and checks to Mountain Gateway Museum no later than Wednesday, April 15, 2020. Please make checks payable to "Museum Program Fund.”

**Food Vendors:** In addition to the booth application form, food vendors MUST complete a McDowell County Health Department “Temporary Food Event” form (available at the department’s Environmental Health Section or its website [http://www.foothillshd.org/images/forms/4000/4001/FH4001.002.pdf](http://www.foothillshd.org/images/forms/4000/4001/FH4001.002.pdf)) and pay a $75 application fee. Checks should be made payable to *McDowell County Health Department.*

Completed food forms and checks should be mailed or delivered to: McDowell County Health Department, Environmental Health Section, 408 Spaulding Road, Marion, NC 28752, by 4:30 p.m., Friday, April 3, 2020. *(please see back side)*
The Environmental Health Section’s office hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday except for lunch, when the office is closed between 1:00 p.m. and 2:00 p.m.

If you have any questions about the Temporary Food application form or payment of the application fee, contact the McDowell County Health Department Environmental Health Section at 828-652-2921, ext. 300.

NOTE: If you are a nonprofit community organization that will be preparing and/or cooking food at the festival, you STILL must submit the health department’s application form, even if you are exempt from paying their application fee.

State Sales Tax: In 2015, the state legislature passed a law requiring vendors to collect and remit (return) state sales taxes on goods sold at festivals. (NOTE: McDowell County’s sale tax rate is 6.75%.) Thus, vendors must now register with the NC Department of Revenue before a festival and receive a Certificate of Registration, which they must prominently display at their festival booth.

To obtain a Certificate of Registration, please visit the Revenue Department’s website at: https://www.ncdor.gov/taxes/business-registration/online-business-registration, and complete form “NC-BR Business Registration Application” online.

All vendors must have an active North Carolina Sales and Use tax account number to properly remit the taxes they collect to the state. All taxes due the state should be submitted on form “E-500, Sales and Use Tax Return” according to your designated filing frequency. For more information about sales tax requirements, visit https://www.ncdor.gov/taxes/sales-and-use-tax/specialty-markets-or-other-events. or contact Jonetta Appling at the NC Dept. of Revenue at (336) 487-0203 or jonetta.appling@ncdor.gov.

If you have any questions about Pioneer Day 2020, please contact me, RoAnn Bishop, at Mountain Gateway Museum either by phone at 828-668-9259 or by e-mail at roann.bishop@ncdcr.gov.

I hope to hear from you as soon as possible about your participation in Pioneer Day 2020, and I look forward to seeing you at Mountain Gateway Museum on Saturday, April 25th!

Warm regards,

RoAnn Bishop
Director, Mountain Gateway Museum
Mountain Gateway Museum & Heritage Center will host its 36th Annual Pioneer Day on Saturday, April 25, 2020, on its grounds at the intersection of Catawba Avenue and Water Street in Old Fort, NC. The event will be held—rain or shine—from 10:00 a.m. to 4:00 p.m. and will feature traditional Appalachian crafts, music, food, storytellers, WNC authors, an antique car show, museum tours, children’s games, Civil War re-enactments, and much more. Pioneer Day will be advertised extensively, and we expect a large turnout.

Please read this application carefully, as the stated rules will be strictly enforced. We reserve the right to refuse any application.

- **Working Show:** All artists and crafters are asked to demonstrate their work, if possible.
- **Booth Size & Cost:** Booths will be at random spots on the grounds and must be no larger than 12 feet x 12 feet. Vendors needing larger booth space should call 828-668-9259. Cost is $35.00 for a craft booth; $40.00 for a food booth. *Booth fees are non-refundable.* An additional $5.00 fee will be charged for electricity. *If electricity is needed, please note that on your application and apply ASAP, as the number of electrical hook-ups is limited.*
- **Set-up Time:** Set-up time will be from 8:00 a.m. to 9:45 a.m. All booths must be ready and vehicles removed from the area by 10:00 a.m. Vendor parking will be available in the factory parking lot at the end of Water Street.
- **No Early Departures:** All booths must stay open until 4:00 p.m. Anyone breaking down their booth and leaving before 4:00 p.m. will not be invited to future shows. Food booths need to bring enough food to sell until 4:00 p.m. *To avoid food duplication, all foods offered must be approved prior to the event.* Vendors are asked to clean their space before leaving. Trash bags will be provided.
- **Quality Work:** Only high-quality regional arts and crafts will be shown. All work must be original to the artist or crafter. Kits and/or mass-produced items are prohibited. Items bought for resale will not be allowed. The Event Committee will inspect all booths.

Come join us at the 36th Annual Pioneer Day. If you have any questions, please contact Mountain Gateway Museum at 828-668-9259 between 9:00 a.m. and 5:00 p.m. weekdays, or email roann.bishop@ncdcr.gov.

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Type of craft or food (describe fully)

I will need electricity: _yes_; _no_. Preferred booth location:

Make checks payable to: Museum Program Fund

Mail completed application forms and checks to:
Mountain Gateway Museum, P.O. Box 1286, Old Fort, NC 28762

* Applications MUST be received by 5 p.m. Wednesday, April 15, 2020
* Space is limited!

I have read, understand, and agree to abide by the rules.

Signed: ___________________________ Date: ___________________________