

Autumn Leaves Festival Rules & Information

October 10, 11, & 12, 2025

IMPORTANT CONTACTS:

- Festival Director: Ashly Lancaster
- Emergency Contact: 336-755-5552



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1. APPLICATION PROCESS

- Applications must be submitted via Eventeny no later than April 30th, 2025.
- Include at least four (4) images with your application:
 - Two (2) images of the type of work to be exhibited
 - One (1) image of your booth display with works exhibited
 - One (1) or more images of you making your product
 - Images must be of current work and no more than three years old
- An application is a commitment to show.
- If you're unable to attend, the committee will replace your space from the waiting list. Do not assign your space to someone else.
- No refunds.

2. VENDOR ELIGIBILITY & REQUIREMENTS

- **Arts and Crafts Vendors:** Must make at least 80% of their product
- **Commercial Vendors:** Will be located in designated commercial areas (except those grandfathered in)
 - Commercial vendor definition: "Any persons providing goods or services whose usual and normal business involves the sale, rental, lease or provision of those goods or services."
- The number and types of vendors are limited to allow greater profit opportunities for everyone.
- Items sold must reflect ONLY what is represented on your application and in supplemental photos.
- Each vendor is responsible for collecting and reporting 7% sales tax.
- This is a family-oriented festival; all work must be appropriate for all ages.

3. BOOTH INFORMATION

- Space sizes:
 - Single: 10' x 10'
 - Double: 10' x 20'
 - Triple: 10' x 30'
- Space assignments:
 - Made according to exhibitor's needs and festival requirements
 - Cannot request specific location; assignments are at the discretion of the festival director

- All vendor placements are final
- Booth assignments will be provided prior to check-in
- You will receive a sign with your name and booth number to be attached to the upper left corner of your tent.
- Your tent, personal items, and inventory must be contained within your assigned space.
- Storing items on sidewalks behind your space or between booths is not permitted.
- Each space includes an additional 2' to allow room between vendors for a fire break.

4. SETUP PROCEDURES

Setup Times:

- **Thursday, October 9:** 2:00 p.m. to 8:00 p.m. (preferred)
 - You may only set up after the police and rescue squad have given the all-clear and the festival director instructs you to do so. You must check in before set-up.
- **Friday, October 10:** 6:00 a.m. to 8:30 a.m.

Setup Requirements:

- Set up your booth between the lines defining your space. Your booth number is in the center of each space.
- Bring a flashlight to clearly read your booth number.
- All vehicles must be out of the festival footprint:
 - Friday, October 10 – no later than 7:00 a.m.
 - Saturday, October 11 – no later than 7:00 a.m.
 - Sunday, October 12 – no later than 10:00 a.m.
- Bringing a vehicle on the street and attempting to set up prior to your designated time violates festival rules.

Check-In:

- [232 Virginia Street, Mt. Airy, NC 27030](#)
- We strongly suggest you use Google Maps and make sure you are at **Virginia Street**. Apple Maps tends to default to *West* Virginia Street which is the other side of town.

Required Equipment:

- Vendors must furnish all necessary set-up materials:
 - Tables, chairs, display racks
 - 2-100' UL approved drop cords (if you paid for electricity)
 - **MANDATORY:** At least 40 lb. weights per leg of your tent
 - The Mount Airy Fire Department and staff will inspect each tent before 9:00 a.m. on October 10th
 - If you forget weights, Lowes Hardware is less than 8 minutes from Main Street

5. FESTIVAL OPERATIONS

- This is an outdoor street event, rain or shine. Prepare for all weather conditions.
- No vehicles allowed on the festival footprint during festival hours.
- Vendors can restock after the festival closes each day. The latest you can stay on the footprint is 10:00 p.m.
- Have your barrier permit with you at all times.
- Electrical outlets are for lighting only. No electric heaters permitted.
- As of March 1, 2025, there is limited WIFI in downtown Mount Airy. Prepare a backup method for payments.
- Dogs are not allowed in the festival footprint except for service dogs.

- Vendor behavior:
 - Do not shout at festivalgoers.
 - Do not behave in ways that are insensitive or a nuisance.
 - Violations may result in fines or being shut down by festival officials.

6. BREAKDOWN PROCEDURES

- Breakdown will begin on Sunday at 6:00 p.m.
- Vehicles will not be allowed on the footprint before 6:30 p.m.
- The Mt. Airy Police Department will inform when it is safe to begin bringing vehicles in.
- Leave one lane open so other vendors can pass.
- Do not block another vendor or leave your vehicle unattended.
- Barrier permit must be placed on your dashboard.

7. SAFETY & COMPLIANCE

- The Event Staff has sole discretion to require removal of work that violates festival rules.
- Continued violations will result in removal from the festival and/or ineligibility for future festivals.
- Any disputes between vendors should be directed to Ashly Lancaster for remediation and resolution. All decisions are final.
- The festival and its sponsors are not liable for injury or theft occurring during the event.

8. ADDITIONAL INFORMATION

- **Restrooms:**
 - Port-a-johns are scattered around the festival footprint.
 - City-owned restrooms are located near the Carport Central tent and Mount Airy Trading Post.
- **Parking:** Vendor parking will be discussed at check-in.
- **Lodging:** Visit www.visitmayberry.com for information.

9. VENDOR CHECKLIST

- Apply by April 30, 2025
- Include 3 required photos
- Bring tent weights (40 lbs per leg minimum)
- Bring sufficient 100-200' UL-approved extension cord(s) if using electricity
- Bring tables, chairs, and display materials
- Prepare for all weather conditions
- Bring barrier permit for vehicle access
- Prepare backup payment method (limited WIFI)
- Review setup and breakdown times
- Save emergency contact: 336-755-5552

