

Town of Spring Lake – Spring Fling 2016



2016 INFORMATION BOOTH APPLICATION

RETURN APPLICATION ON OR BEFORE APRIL 1st, 2016

EVENT DATE: APRIL 9TH- MENDOZA PARK-SRING LAKE, NC.

Business or Group Name:

Type of information Provided:

Contact Person(s):

Mailing Address:

City _____ State _____ Zip Code _____

Day Phone: _____ Cell Phone: _____

Email Address: _____ Website: _____

REQUESTED BOOTH SPACE 10'x10' Free for information only. *No solicitation of services or business recruitment*

List the informational materials you will be distributing: *Food/Beverage sales restricted to food vendors only.*

I have read and understand the Spring Fling Responsibilities. (2nd Page)

* _____ Date: _____
Name and Title (Please Print)

* _____
Please sign here

The Town of Spring Lake appreciates your *Non-Refundable Booth Space Fee*. Each space will consist of either a 10x10 space to set up your organizations booth. Unfortunately we cannot divide lot spaces up and we will need an additional fee per space for each lot used. Electricity is NOT provided. Booth lots must be requested in advance and will be limited.

Notice: BOOTH SPACES WILL BE FIRST COME FIRST SERVE. In order to secure your booth space your application must be received in our office by 4/1/16. Spring Lake Recreation will reserve & assign your booth space. **Space is limited. Please make checks payable to: Town of Spring Lake** Mail to: P. O. Box 617, Spring Lake, NC 28390; Attention Recreation Department Spring Fling 2016

Town of Spring Lake-Spring Fling 2016

Vendor responsibilities

Date: Saturday, April 9th 2016

Operation Hours: 10:00 am to 6:00 pm

Set up – 7AM to 9AM

- All booths must be completely operational by 9AM.
- All vehicles must be removed from the event area and parked in public parking area before 8AM. (Due to safety precautions, no vehicles will be allowed to move in or out of event area during the hours of 8AM to 6PM.)
- Tear down: 6pm to 7pm – vendor booths must be dismantled and removed from the area no later than 7PM.
- All booths must remain operational and staffed during the Spring Fling Hours of Operation 10AM to 6PM
- There is no electricity provide, all units must be self contained. ***There will be a \$50 penalty fee for violations***
- Though security will be provided for this event, each vendor is responsible for their own booth/space security, risk of loss and damage, and theft. Upon signing this application, you agree to hold harmless the Town of Spring Lake, their agents or volunteers liable for any loss, damage, injuries or theft during your involvement with the Town of Spring Lake-Spring Fling event.
- Vendors are responsible for cleaning their own booth space upon closing. Each space must be in a (“As you found it”) condition when you vacate your booth space after the event).
- Booth Space must be garbage and debris free upon vacating your assigned space.
- Vendors are responsible for bringing their own canopies, tables, and needed equipment.
- Vendors agree that their booth is for information purposes only. There will be no sales or solicitations of any kind
- Canopy must be secured and capable of withstanding wind or changes in weather.
- Vendor is responsible for preparing for inclement weather conditions.
- There is **NO REFUND on booth spaces**. Upon signing your application, you’re agreeing to terms of this agreement with the Town of Spring Lake. We do not refund fees for failure to observe rules and regulations set forth by the Town of Spring Lake.
- No Food or Beverages may be sold at information booths. This privilege has been reserved for Food/Beverage vendors only.
- You agree not to sell or share your booth space with any 3rd Parties.
- All Vendors will perform in a professional manner, and will be courteous to all event guest, participating vendors, and volunteers.

The Town of Spring Lake Staff, its agents, and security have the right to ask guests and vendors to leave at any time.

Please Sign Here: _____ Date: _____

Please contact Jennifer Combs at (910) 436-0011 ext 1703 or email jcombs@spring-lake.org for more information.