

Town of Spring Lake –Recreation & Parks Department



2017 VENDOR APPLICATION
RETURN APPLICATION ON OR BEFORE September 28th 2017
8AM-12PM

EVENT DATE: October 7th 2017
Community Center (Ruth Street Park Green Space)

Contact Person (s): _____

Mailing Address: _____
City _____ State _____ Zip Code _____

Day Phone: _____ Cell Phone: _____

Email Address: _____ Website: _____

REQUESTED LOTS (Max 2 per person) 10'x10' (\$10 per Space) Single
 10'x10' (\$ 20 per space) double
REQUESTED TABLES (Max 2 per person) (1) (\$ 5 per table) single
 (2) (\$ 10 per table) double

(Note; there is a (2) space per person limit and a limited amount of slots including tables to rent for the event, it is first come first serve only).

List all Products to be sold: *Food/Beverage sales restricted to food vendors only.* Prohibited items firearms, fire arms parts/piece, medicine or any pharmaceutical products, ammunition, mattresses, alcohol and all other products prohibited from resale by NC statutes

I have read and understand the Community Yard Sale Responsibilities. (2nd Page)

* _____ Date: _____

Name: 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 or 10x20 space to set up your booth. Electricity is NOT provided. Booth lots must be purchased in advance and will be limited.

Notice: BOOTH SPACES WILL BE FIRST COME FIRST SERVE. In order to secure your booth space your application and booth space fee must be received in our office by 9/28/17. Spring Lake Recreation will reserve & assign your booth space.

Please make checks payable to: *Town of Spring Lake* Mail to: P. O. Box 617, Spring Lake, NC 28390; Attention Recreation Department Community Yard Sale 2017

Town of Spring Lake-Recreation & Parks Community Yard Sale 2017 Vendor responsibilities

Date: Saturday, October 7th 2017

Operation Hours: 8:00 am to 12:00 pm

Set up – 7AM NO EXCEPTIONS-all vendors must be on time or risk losing their slot if not checked in by 7AM

-All booths must be completely operational by 8AM.

-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 12PM).

-Tear down: 12pm to 1pm – vendor booths must be dismantled, and removed from the area no later than 1PM.

-All vendor booths must remain operational and staffed during the Community Yard Sale Operations 8AM to 12PM

-There is no electricity provided, 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, damages, 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-Community Yard Sale.

-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. (Table rentals are limited).

-Vendors are responsible for any taxes they may incur from profits of sales where applicable.

-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 sales vendor booths. This privilege has been reserved for Food/Beverage vendors only.

-You may sell your organizations fundraising articles and present donation depositories only at your booth space.

-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 guests, 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 JC Combs at (910) 436-0011 ext 1703 or email jcombs@spring-lake.org for more information.