



FOR INTERNAL USE ONLY	
Date Rec'd:	_____
Amount Rec'd: \$	_____
Check #	_____

Saturday, October 29, 2016 * 10am-4pm
Downtown Richlands, NC

Application Deadline: September 20, 2016

2016 Vendor Application *(Please PRINT clearly. Mail with payment in full to address below)*

Name: _____
 Business Name (if applicable): _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone (include area code): _____ (day) _____ (cell)
 Email: _____

Type of Vendor & Fees *(Include number of vendor spaces needed in the appropriate box)*

IMPORTANT INFORMATION *(Please read):* All Vendor booth spaces are 10' x 10' in size. Vendors are required to provide their own set-up including 10' x 10' tent, table & chairs at your own expense. Electricity is NOT provided. Vendors are welcome to bring their own generators, but must check the below box. Generators "must" be in good working condition, they should not be too loud and have fumes that could infringe upon other vendors next to you.

- Arts, Crafts or Business Vendor @ \$50 per booth space = \$ _____
 - Food Vendor @ \$75 per booth space = \$ _____
Food Vendors "must" register with The Onslow County Health Department . No exceptions.
- TOTAL AMOUNT DUE: \$ _____**
- Please check box if you plan on providing your own generator.
By checking this box you state you understand and agree to the generator restrictions stated above.

Detailed Description of items to be sold or promoted in booth: _____

*Total amount due "must" be received along with the completed application in order to be considered for participation.
 All checks should be made payable to: **Revive Downtown Richlands & mailed along with completed application to:***

Revive Downtown Richlands
P.O. Box 1490
Richlands, NC 28574

All returned checks will require an added \$35 fee. If applicant requires a receipt, please include a self-addressed stamped envelope with your payment.

Participation Agreement *(Please review, sign, date and return with payment in full)*

I, the undersigned, have reviewed carefully and agree to abide by all the Rules & Regulations set forth in this vendor application as well as the attached detailed list of all the Rules & Regulations for this event. I understand that this application is a commitment and realize that no refunds will be made for cancellations. I further agree to indemnify and hold harmless the Town of Richlands, Revive Downtown Richlands and Imagine Music Group (event coordinators) as well as their officers, partners, affiliates, agents, contractors, employees and members against any and all claims, actions, liability and expense in connection with any losses, expenses, theft, damages to my property and/or person caused by any accident, criminal act, Act of God, and other occurrence including the loss of life, personal/bodily injury and sickness as a result of my participation in this event including any and all occurrences that may arise directly or indirectly from actions, products or services in connection with application and agreement.

Signature _____

Date of Signature _____

For questions & more info, please contact: **Application Deadline: September 20, 2016**

*Tina Gibson - Event Coordinator - Imagine Music Group - 704-596-0342 * tgibson@imaginemusicgroup.com or The Town of Richlands 910-324-2879*



FALL-WEEN

TOWN OF RICHLANDS, NC

Saturday, October 29, 2016 * 10am-4pm
Downtown Richlands, NC

2016 Rules & Regulations

Application Deadline: September 20, 2016

1. All applications “must” be received on or before the September 20, 2016 deadline. Applications are only accepted via U.S. Mail. No drop offs.
2. Applicants will be notified no later than September 29th of their acceptance to participate.
3. No refunds will be issued under any circumstances.
4. The event is “rain or shine” and will not be rescheduled. In the event of severe inclement weather, the decision to cancel the day of due to the weather is at the sole discretion of the event producers.
5. Vendors “must” furnish their own booth set-up including 10’ x 10’ tent, table, chairs and etc. Vendor displays “must” fit within the vendors designated space without infringing upon neighboring spaces and/or traffic flow areas. Fire code requires a fire retardant certificate or label on all tents.
6. Vendors are solely responsible for their own equipment, set-up and displays.
7. The Town of Richlands, Revive Downtown Richlands and Imagine Music Group are not responsible for any lost, stolen or damage to vendor’s products, display and etc.
8. Only the approved items listed in the description area of the application are permitted to be sold at event.
9. Event producers reserve the right to reject any entry found not to be in compliance with the rules & regulations.
10. The event does NOT provide electricity. Vendors are allowed to provide their own generator for power. However, the generator “must” be in good working condition and should not be too loud and have fumes that could infringe upon other vendors next to you. Event producers reserve the right to inspect and monitor vendors generators for public safety matters.
11. This event is a family oriented event and therefore all displays must keep within that same atmosphere. The event producers reserve the right to require the removal of any items found inappropriate.
12. Vendors are responsible for collection and report of all applicable taxes.
13. Vendor booths “must” be staffed and “open for business” at ALL times during festival operating hours. No exceptions. Event staff will be available as booth sitters when requested.
14. Set-up hours the day of the event will be 7am - 9am. All applicants will be notified by email of their acceptance at that time they will receive a designated set-up time, their booth assignment, unload & parking instructions. Tear down of your booth space is not permitted to begin until after the event is over at 4pm.
15. Vendors are prohibited from subletting their booth space or part of their booth space to another vendor without prior approval of the event producers.
16. All vendor set-up and merchandise is prohibited from blocking aisles or set-up in public walking areas. No set up is allowed on public sidewalks.
17. Vendors are responsible for maintaining and leaving their assigned areas free of refuse and in otherwise good condition.
18. All tents must be free standing and in good condition & appearance.
19. All materials must be secured for safety purposed.
20. NO animals are allowed of any kind. However, registered service animals are permitted.

I, the applicant, have reviewed carefully and understand the rules & regulations set forth for this event and agree to abide by them.

Signature

Date Signed

For questions & more info, please contact:

Application Deadline: September 20, 2016

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