



Town of Surf City

Vendor Registration Form

All Vendors must review the *Town of Surf City Vendor Rules & Procedures* prior to submitting a registration form. By signing below, vendor registrant acknowledge understanding of and agree to abide by said Rules & Procedures.

The Events Committee strives to maintain balance and diversity in vendor offerings and therefore, reserves the right to accept or reject any vendor for any reason per the *Town of Surf City Rules & Procedures*.

The deadline for registration is Thursday, October 3rd, 2019. For additional information contact:

Stephanie E. Hobbs

Phone 910-328-4131 x 106

shobbs@townofsurfcity.com

Vendor Information

Vendor/Company Name _____

Representative Name _____

Mailing Address _____

Street

City

State

Zip

Phone

Primary

Alternate

Email

Website

Please be sure to submit photos of your booth if no website is available.

Food Vendor – The sale of packaged and/or unpackaged perishable food items.

Vendor Space

Vendor spaces are extremely limited and granted on a first come basis. The cost per space is \$75.00. (Includes \$50 registration fee and a \$25 deposit). Application fees and deposits will not be refunded in the event the vendor cancels or no-shows.

I am requesting _____ (# of spaces) x \$75.00 per space = \$ _____

Credit Card Check # _____ Cash Receipt # _____

Payment will be collected after vendor selection, and must be paid within two weeks of vendor selection notification.

Vendor Deposit Refund is made payable to: _____

Check all that apply – or risk forfeiture of refundable deposit and possible exclusion from future events.

Smoker / Cooker Generator

Vendor space assignments and important day-of-event instructions will be forwarded to all registered vendors-who provide an email address – by Thursday, October 17th at 5:00pm.

My signature below denotes that I have read and understand and will abide with the Town of Surf City Vendor Rules & Procedures.

The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000. Events using public property are required to secure an insurance policy for the event that lists the Town of Surf City on coverage. All general liability coverage must list the Town of Surf City as additionally insured. A copy of all certificates of insurance for all coverage prior to acceptance of application.

By signing this registration form, I acknowledge that the Town of Surf City is subject to various weather conditions. Following the event, I maintain that I will collect and bag and property dispose all trash and/or debris in the trash receptacles provided.

Furthermore, in consideration of my participation in the event, I hereby discharge and release the Town of Surf City and any and all employees of the agents or volunteers thereof from all claims of any kind or nature whatsoever arising out of the above said employees or agents to the extent allowed by law.

Vendor Signature

Date

Office Use Only

Status: Denied Entered: Email Notified Date Received: _____

Waitlisted Website Listed Staff Initials: _____

Accepted