

# Town of Surf City

## Vendor Rules & Procedures

### Vendor Registration

1. The deadline for registration is Thursday, October 3, 2019.
2. Applications will not be reviewed for placement until payment is received in full.
3. Vendors will be notified with 7 business days of placement. In the event of a cancellation, vendors will receive consideration for acceptance with regard to event needs.

### Fees & Deposit

1. Cost per space is \$50 non-refundable with a \$25 conditional refundable deposit to be paid at the time of application.
2. In case of rain and/or inclement, if the event is canceled only, fees will be returned to vendor.

### Vendor Booth

1. The Town provides SPACE ONLY. No water hook-up, electrical equipment, tables, chairs, or supplies are provided.
2. All vendor spaces will be position in the right-of-way on pavement along Roland Ave.
3. Vendors are required to keep one attendant in his/her booth throughout the duration of the event.
4. Vendor booths must be utilized for the purpose stated on the *Vendor Registration Form*. Any deviation from the registered purpose will result in possible exclusion from future Town events.
5. Deposit refunds will be processed and forwarded to the address indicated on the application within 14 business days after the event.
6. Refunds will only be issued to vendors that are present and participate for the duration of the event, and follow all festival rules and procedures as outlined herein.

### Space Assignments

1. Space Assignments will be emailed to vendors providing an email address by Thursday, October 17<sup>th</sup>, 2019 by 5:00pm.

2. Request for particular spaces and/or placement cannot be promised due to multiple factors that are considered when finalizing space assignments.

### Noise

1. These events are outdoor events; speakers are strategically placed near the stage area and loud music is to be expected.
2. All generators must be placed at the rear of the of all vendor booths, and away from adjacent vendors.

### Food Vendors

1. Food vendors are required to contact the Pender County Health Dept. (910-259-1230) regarding permit requirements. The Town is not responsible.
2. Food Vendors should expect the Health Department's presence on the day of the event.
3. Food vendors must lay cardboard or some other means of protection beneath open grills / cookers to protect the gravel from grease splatters / spills.

### Vendor Check-In

1. Admittance to Soundside Park for vendor set-up will ONLY be from 2:00pm-3:30pm.
2. Vendors will NOT be allowed to drive on the grass at the park.
3. Vendors will have to disconnect from vendor trailers and park in the VIP parking section once unloaded.
4. While unloading vendors should not conflict with other vendors from accessing their space.
5. All Vendors will be granted two VIP Parking passes to Soundside Park for that particular event.

### End of Event Procedures

1. Vendors are required to collect and dispose of all trash and / or debris in the proper receptacles provided.
2. Dismantling may not begin before the Council agenda ends and must be complete by 9pm.
3. Surf City Police Officers will be on site to assist and direct vendors exiting the park.