

ONslow COUNTY PARKS AND RECREATION
Exhibitor Application

REGULATIONS

1. Each booth space is 10x15. Any exhibitor may purchase more than one space at an additional cost. Each exhibitor must keep within the 10x15 assigned space unless additional space has been purchased prior to application deadline.
2. All exhibitors will be required to supply their own tents, tables, chairs, electrical cords, etc.
3. Booths must be neat in appearance and not distract from neighboring displays. Each space must be left clean at the end of each day.
4. Exhibitors are required to handle their own NC sales tax.
5. Booths must be manned at all times and exhibit their work for the entire event. Exhibitors may not remove their work until the end of the event.
6. **There will be a \$25 service charge on all returned checks and/or credit card transactions.**
7. **No refunds will be given once application is accepted.** Rejected applications will receive a full refund.

ART AND CRAFTS REQUIREMENTS

1. All artwork must be original art and/or handmade by the artist. Pre-purchased store bought items are not considered crafts and may not be sold by the Exhibitor. Crafters must submit a full description of items to be sold along with two color photos.
2. Commercial, manufactured, kit, or imported merchandise is prohibited. Exhibitors failing to meet these criteria may be requested to remove those items from the event area. Booth fees will not be refunded if in violation of terms. Exhibitors wishing to sell commercial and manufactured merchandise, must pay the commercial vending fee.
3. Jewelry- A limited number of the same type of jewelry vendors will be accepted. Vendors will be accepted on the basis of their product description and photographs submitted. Applications accepted on a first-come-first serve basis.

BUSINESSES REQUIREMENTS

1. Businesses are defined as any Exhibitor who does not fall under the categories of Arts and Crafts or Non-Profit Organizations.
2. Exhibitors may sell or display commercial information, manufactured products and crafts (T-shirts, sweatshirts, clothing, etc.)
3. A limited number of any "same" vendors will be accepted. Applications accepted on a first-come-first serve basis.

NON-PROFIT ORGANIZATION REQUIREMENTS

1. Non-profit groups must display literature/projects that the group undertakes and supports.
2. Non-profits groups may sell approved food items, but they **must complete a food vendor application**, not the exhibitor application.
3. All non-profits must submit a copy of 501(c) 3 status to receive the non-profit rate. A copy of the 501 (c) 3 status must be submitted with this application.

GENERAL INFORMATION AND REQUIREMENTS

1. All applications are subject to approval by the County. The County may not approve an application for any reason it deems inappropriate, so long as any denial is not discriminatory in nature and otherwise is compliant with law.
2. Applications will be accepted on a first come first serve basis. Space assignments are selected randomly. Special requirements and locations will be considered, but exact locations may not be guaranteed.
3. Electrical outlets are limited and will require an additional charge of \$25.00. Electrical outlets are assigned on a first come first serve basis, but cannot be guaranteed.
4. Parks and Recreation staff reserve the right to inspect vendors at any time.
5. OCPD will not be responsible for damage to personal property during this event.
6. Any vendor failing to meet all the requirements and regulations shall be subject to removal from the event area.

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7. All vendor exhibits should refrain from displaying sex, drugs, gangs, profanity, or illegal behavior.
8. Information regarding space assignment, parking, and set-up/break-down times will be emailed prior to the event. In the meantime, questions should be directed to:

Katie White, Recreation Program Supervisor
Onslow County Parks and Recreation
1244 Onslow Pines Road, Jacksonville, NC 28540
Phone: 910-347-5332 Fax: 910-347-4492
Email: katelyn_white@onslowcountync.gov

9. Please keep this sheet for your records and make a copy of the application page for your records.
10. Vendor represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The Vendor's operations shall be carried out in strict compliance with all Federal, State, or local laws.
11. COUNTY and Vendor agree that Vendor is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of Vendor's operations. Accordingly, Vendor shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of Vendor's activities. Taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes. Vendor, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
12. ***Onslow County Parks and Recreation Department staff members, our sponsors, or volunteers are not responsible for personal injury, damage or loss of merchandise or personal property while participating in any events. COUNTY assumes no responsibility whatsoever for any property placed by Vendor. Vendor hereby expressly releases and discharges COUNTY from any and all liabilities for any loss, injury or damages which may or do arise out of or be related to the use of the premises under this application. To the fullest extent permitted by laws and regulations, Vendor shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the actions or omissions of the Vendor or its officials, employees, or contractors. This indemnification shall survive the termination of this Contract.***
13. Application Checklist
 - ___ Completed and signed application form
 - ___ Correct booth fee
 - ___ Electrical needs information
 - ___ Copy of 501 c 3 status
 - ___ Pictures of booth and merchandise

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PLEASE PRINT OR TYPE

EVENT NAME: Freedom Fest – July 4, 2020

Vendor Name _____ Contact _____

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____
(Home) (Work) (Fax)

Email Address _____ Mobile Phone _____

Description of Your Merchandise

Please check categories that best describe your merchandise, and provide brief description of your works.

Visual Art____ Fabric Art____ Wood Crafts____ Pottery____ Ceramics____ Baskets____
Photography____ Furniture____ Leather Crafts____ Jewelry____ Sculpture____ Other____

Detailed description of your work and/or booth display: _____

**Please include two color photos of your merchandise with this application for approval.
If you would like photos returned, please enclose a self-addressed stamped envelope.**

BOOTH FEES AND OTHER CHARGES

Please check the appropriate items that will best suit your needs.

Arts and Crafts

____ 10 x 15 Space \$75.00
____ Electrical outlets 110V (limited) \$25.00
____ Each additional foot \$10.00 per foot
____ specify how many

TOTAL AMOUNT DUE: _____

Business

____ 10 x 15 Space \$85.00
____ Electrical outlets 110V (limited) \$25.00
____ Each additional foot \$10.00 per foot
____ specify how many

TOTAL AMOUNT DUE: _____

Non-Profit Organizations

____ 10 x 10 Space \$25.00
____ Electrical outlets (limited availability) \$25.00
____ Each additional foot (specify how many) \$10.00 per foot

TOTAL AMOUNT DUE: _____

**If requesting electrical outlet, please describe items in your space that require electricity and include the total voltage and amps. _____

_____**

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Once the Exhibitor Application is approved you will be notified by Onslow County Parks and Recreation staff to collect payment. You may pay by check, cash or credit card. Payment will be deposited upon receipt. **There will be a \$25 service charge on all returned checks and/or credit card transactions. No refunds will be issued, except for rejected applications.**

Accepted Forms of Payments:

- Credit Card
- Check
- Cash

The undersigned has read and agrees to abide by all the requirements and regulations, including but not limited to those regulations and requirements set forth in this application. The undersigned further agrees that all the information provided in the application is true. Failure to abide by requirements and regulations will result in rejection from event and exclusion from future events.

Onslow County Parks and Recreation Department retains the right to refuse a vendor or remove a vendor from the event.

Signature _____ Date _____

Administrative Staff

Date Received _____

Date Paid _____

Notes _____

____ Completed and signed application form

____ Correct booth fee

____ Electrical needs information

____ Copy of 501 c 3 status

____ Pictures of booth and merchandise