

Town of Surf City

Vendor Rules & Procedures

Vendor Registration

1. The deadline for registration is Monday, July 6, 2020.
2. Payment is due upon spot assignment.
3. Vendors will be notified with 15 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 \$50.00
2. Application fees will not be refunded in the event the vendor cancels or no-shows.

Vendor Booth

1. The Town provides SPACE ONLY. No water hook-up, electrical equipment, tables, chairs, or supplies are provided.
2. All vendor spaces are approximately 12'x12' and are situated on the grass.
3. Vendors are required to keep at one attendant in his/her booth throughout the duration of the event.
4. Vendors 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.

Space Assignments

1. Space Assignments will be emailed to vendors providing an email address and posted at www.townofsurfcity.com by 5p.m. on Friday, July 10, 2020.
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 grass from grease splatters / spills.

Vendor Check-In

1. Admittance to Soundside Park for vendor set-up will ONLY be 9am to Noon.
2. Vendors will NOT be allowed to drive on the grass at the park for vehicular traffic to the designated set up area.
3. No stakes can be driven in the ground for tent security. You must secure your tent.
4. 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 begin once the band finishes singing and must be complete by 6:00pm.
3. Surf City Police Officers will be on site to assist and direct vendors exiting the park.