

The Town of Aberdeen

Invites you to exhibit at the 5th Annual
2016 Spring Spree at the Crossroads

Saturday, May 21, 2016 | 10:30am-5pm | Historic Downtown Aberdeen, NC
Submission Guidelines

Please read the following information and rules carefully before completing the application.

1. Complete & return application. SPACE SIZE: 10' x 10' & located on the paved streets of Downtown Aberdeen. Vendor Fees (checks or money orders) will be made payable to: Town of Aberdeen.
2. All exhibitors must furnish their own display equipment & provide any necessary protection from the elements (i.e., tables, booths, tents, & etc.).
3. Vendors serving food items must obtain a temporary food service establishment permit (TFE) from Moore County Department of Environmental Health. Regulations and application forms are attached. The application must be submitted to Moore County Health Department no later than 15 days prior to the event. A copy of the approved permit and liability insurance must be on-site during operating hours the day of the festival.
4. Exhibitors are expected to remain with their assigned space & keep their area neat at all times. Vendors are responsible for their own booths and contents. FOOD: All food exhibitors are to hold liability insurance & to provide a copy when submitting.
5. Vendor Conduct: Please be respectful of others. Discourteous and/or inappropriate acts will not be tolerated and may result in vendor being asked to leave.
6. We strongly encourage and welcome all vendors who design, make, and sell their own handcrafted items.
7. Participation by nonprofit organization activities includes raising money for and awareness of their group. Fundraising activity must be approved, and may not conflict with another fundraising activity or be considered inappropriate for an inclusive, family-oriented environment.
8. Festival organizers reserve the right to deny any application without explanation.
9. Cancellation Policy: Vendors that cancel by May 1, 2016 are entitled to a 50% refund. Cancellations after May 1, 2016 will not be refunded.
10. **PLEASE NOTE!!! Space for non-profit vendors will be limited to 5% of the total available spaces. Furthermore, vendors selling non handmade goods will be limited to 15% of the total available spaces – unless the vendor owns or manages a business in Downtown Aberdeen.**

Vendor Set-up Time: 8:00am - 9:30am on the day of the festival.

Festival Hours: 10:30am-5pm

**All Vehicles must be removed from the streets by 9:30am.
Breakdown will not be permitted until the close of the show at 5pm.
No vehicles will be permitted in the streets until after 5pm for any reason.**

FEES: \$50.00

***Early Bird Special* \$35 for Entries Prior to April 1st**

Please Note whether you need electricity or water on the application.

**Application Deadline: April 22, 2016
This event will be held rain or shine. No Rain Date.**

Spring Spree 2016 VENDOR APPLICATION
For Business or Nonprofit

Return application with money order or check payable to: Town of Aberdeen

FEE: \$50.00

***EARLY BIRD SPECIAL* \$35 for Entries Prior to April 1st**

Name of Business/Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone () _____ Email: _____ Website: _____

Returning Vendor? ____ If so, please indicate the year(s) of participation. _____

Please check appropriate category:

____ Jewelry ____ Fine Arts/Graphics ____ Leather ____ Pottery ____ Metal ____ Fiber (wearable)

____ Glass (decorative) ____ Wood ____ Fiber (non-wearable) ____ Glass (jewelry)

____ Basketry ____ Photography ____ Paper ____ Mixed Media Other

Food ____ Type of Food: _____

Water Needed: _____ Electricity Needed: _____ # of outlets & amps _____

Are Your Items Handcrafted? Yes ____ No ____

Is your business located in Downtown Aberdeen? Yes ____ No ____

____ *Nonprofit: (Describe activity & if fundraising activities will occur, describe method below):

**Nonprofit standing requires that your organization holds a 501(C) status from the IRS and the State of North Carolina*

In addition, nonprofits who are not selling items; intended only to give away printed literature/materials describing their community services must submit with this application ALL samples to be distributed during the event. Limited amount of spaces are available for local nonprofits.

Note: Candidates for political office or representatives of political causes or parties may not qualify as a vendor.

Briefly describe method of production & how work is created:

How did you hear about our festival? _____

AGREEMENT AND GENERAL RELEASE:

By signing the application you agree with the standards and regulations listed for the event. Additionally, your signature on the application indemnifies that you will not hold The Town of Aberdeen or its officials liable for claims, injuries, cost of damages, or other liabilities, which may result from attending the 2016 Spring Spree Festival.

Please sign below and return this form with payment to:

Town of Aberdeen
2016 Spring Spree
Attn: Daniel Martin
PO Box 785, Aberdeen, NC 28315
(910) 944-7024

Vendor's Signature _____ Date: _____

**** Must have completed and qualified applications submitted by April 22, 2016 spaces are limited ****