

## The Town of Aberdeen

Invites you to exhibit at the 4<sup>th</sup> Annual  
*2015 Spring Spree at the Crossroads*

Saturday, May 16, 2015  
10am-4pm  
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. 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.
7. Festival organizers reserve the right to deny any application without explanation.
8. **Cancellation Policy:** Vendors that cancel by May 1, 2015 are entitled to a 50% refund. Cancellations after May 1, 2015 will not be refunded.

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

**Festival Hours: 10am-4pm**

**All Vehicles must be removed from the streets by 9:30am.  
Breakdown will not be permitted until the close of the show at 4pm.  
No vehicles will be permitted in the streets until after 4pm for any reason.**

**FEES:** \$35 for Returning Vendors per space | \$50 for New Vendors |  
\$25 for Insufficient Check Fee | **\*EARLY BIRD SPECIAL\* \$35 for ALL Entries Prior to April 1st**

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

**Application Deadline: April 17, 2015**  
**This event will be held rain or shine. No Rain Date.**

**Spring Spree 2015 VENDOR APPLICATION**  
**For Business or Nonprofit**

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

FEE: \$35 for returning vendors | \$50 for New Vendors | **\*EARLY BIRD SPECIAL\* \$35 for ALL 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 \_\_\_\_\_

\_\_\_\_ \*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 2015 Spring Spree Festival.

Please sign below and return this form with payment to:

**Town of Aberdeen**  
**2015 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 17, 2015 spaces are limited \*\***