

# TOWN OF CATAWBA – VENDOR APPLICATION

## Vendor Guidelines

- Booth spaces are 12ft.X12ft. If you need more space, you may purchase an additional booth space. Maximum number of spaces will be 2 per vendor. **These spots are on a first come, first serve basis.**
- Vendors are responsible for furnishing their own tents, tables, chairs, **power** etc.
- Tents **must be tethered or weighted down** to prevent being blown over by wind.
- In the event of inclement weather, no refunds will be issued.
- Check in areas will be located at barricades at either end of town.
- PROHIBITED ITEMS for sell or usage: fireworks (poppers, snap-pops, smoke bombs, etc.) silly string, weapons (swords, knives, guns, etc.). Vendors with these items will be asked to leave the event.
- Only food/drink vendors are allowed to sell or give away food or beverages.
- Catawba County requires food vendors to have fire extinguishers. This must be provided by the vendor. The Town will not provide these.
- Food/drink vendors must obtain a **Temporary Food Establishment Permit from the Catawba County Public Health Department**. You will need to call the **Catawba County Public Health Department** to find out necessary requirements, if any at (828-465-8270).
- Businesses selling intimacy items are discouraged.
- The Town of Catawba reserves the right to remove any item(s) for sale or display that are considered inappropriate.
- The Town of Catawba reserves the right to accept or refuse vendors, including the day of the event.
- Requests are not guaranteed; however, we will try our best to honor them.

## Vendor Fees are as follows:

Non-Profit - \$25

General Vendor - \$50

Food/Beverage Vendor - \$75 Food/Beverage

Vendor, 2 Spots - \$150



Town of Catawba Attention:

DTAC Mail Applications and

Payments to:

*PO Box 70, Catawba, NC 28609*

*828-241-2215*

**Vendor Initials:** \_\_\_\_\_



# TOWN OF CATAWBA

## Vendor Application

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Vendor Description

Please select which events you are interested in, and a brief description of your business below. Please be specific so we can make any accommodations prior to the event.

Description of business: \_\_\_\_\_

\_\_\_\_\_ **Food Vendor:** \_\_\_\_\_  
 Food Tent \_\_\_\_\_ Food Trailer \_\_\_\_\_ Do you have a generator? (yes or no) \_\_\_\_\_  
 Overall Length of Trailer \_\_\_\_\_

\_\_\_\_\_ **May 4<sup>th</sup>** - Cruise-IN & Car Show – 3pm-9pm (Vendor setup begins at 1pm) \_\_\_\_\_

\_\_\_\_\_ **June 1<sup>st</sup>** – Juneteenth at Hunsucker Park \_\_\_\_\_

\_\_\_\_\_ **October 26<sup>th</sup>** – Treats In The Streets – 6pm – 8pm (Trunks/Vendors Setup at 4pm) \_\_\_\_\_

\_\_\_\_\_ **November 9<sup>th</sup>** – Veterans Festival & Parade – 10am-4pm (Vendors Setup at 8am) \_\_\_\_\_

\_\_\_\_\_ **December 7<sup>th</sup>** – A Small Town Tree Lighting – 4pm-8pm (Vendors Setup at 3pm) \_\_\_\_\_

**Number of booths:** \_\_\_\_\_ (cash or check)

I, \_\_\_\_\_ have read and understand the Vendor Guidelines for the Town of Catawba and agree to uphold them. I understand that if I (or anyone in the group I am representing) fails to follow these guidelines, I will forfeit my booth, space, application fee and admittance to future events.

This agreement is made upon the express condition that the Town of Catawba, it's agents, and employees shall be free from all liabilities and claims for damages and/or suits for or by reason, of any injury or death, to any person, or property of the permittee, its agents, or employees, or third parties. The permittee hereby covenants and agrees to indemnify, defend, save, and hold harmless, the Town of Catawba, its agents, employees, from all liabilities, charges, expenses, and costs, on account of or by reason of, any such injuries, deaths, liabilities, claims, suits, or losses, however occurring or damages growing out of the same.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For office use only:

**Date received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Cash Amount:** \_\_\_\_\_ **Check Amount/Number:** \_\_\_\_\_

**Vendor Initials:** \_\_\_\_\_