

Leland's Founders' Day 2019

Experience Leland Vendor Rules and Regulations

Please keep a copy of the *Rules and Regulations* and *Application Form* for your records.
Visit www.townofleland.com/foundersday for event updates and information.

Event Information

Date: **September 14, 2019**

Hours: **3 PM – 9 PM**

Location: **Leland Municipal Park (113 Town Hall Drive, Leland, NC)**

Application Due Date: **September 3, 2019 by 5 PM** *Late applications will not be accepted.*

Vendor Fee, Space and Requirements

- **\$75** for single booth, **\$150** for double booth.
(The fee includes only the vendor space. Vendors must supply their own tables, chairs, tents, etc.)
- Vendor spaces are 10'x10' for single booth, 10'x20' for double booth and are situated on pavement.
This is an outdoor event with no coverage.
- Vendor space is limited and approval is not guaranteed. Each application will be reviewed; if accepted, the vendor fee will be deposited. Upon acceptance, the information on the application form will be used to contact the vendor.
- **Vendor fees will not be refunded for cancellations or no-shows.**
- Leland's Founders' Day is held rain or shine. If the event is cancelled due to severe weather (hurricanes, tornados, lightening, etc.) there will be no rain date/refunds.
- Space assignments will be given a week before the event. Space switching is **not** allowed. Particular spaces cannot be promised ahead of time due to multiple factors that must be considered when assigning spaces.
- Vendors must follow all fire safety policies and procedures and take direction from event officials.
Under no circumstances can you block driveways/walkways or emergency vehicles.
- **No sales of products or goods will be allowed.** All Experience Leland Vendors must offer an experience for participants to interact with during the event. (See below for more information)

Set-up/Breakdown and Presentation

- **Vendor set-up times are between 11:30 AM to 1:30 PM. Each vendor will be given a specific time frame to arrive a week prior to the event. Please do not arrive earlier than your assigned time frame. All vendors must be in their assigned space no later than 1:30 PM and set up by 2:30 PM. If you are not in your space by 1:30 PM, you will not be allowed to enter the event grounds or set up. Roads will close at 2 PM.**
- We cannot guarantee any assistance in unloading/loading items from your vehicle.
- In the event of inclement weather, you will not be allowed to move your booth until an official decision has been made to close the event. However, for safety reasons you may choose to leave your booth until that time.
- **Vendors must stay set up and are not allowed to break down until 8:30 PM. No cars will be allowed in the event area until after 9:15 PM.** (Vendors may begin to clean up and start packing up during this time.)
- There will be some parking available (1 car only) close to the event grounds for vendors, but is not guaranteed. All other parking will be in general parking. There will be a shuttle available to bring all extra booth attendants from general parking starting at 2:30 PM.

Sales

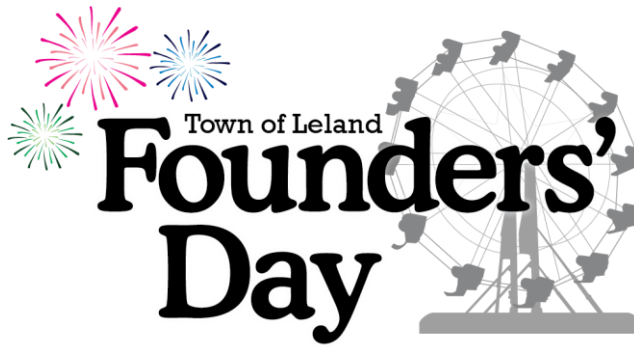
No Sales of goods or products will be allowed at Founders' Day 2019. All Experience Leland Vendors MUST offer an experience for event participants. You may pass out information regarding your business/non-profit but may not make any sales during the event.

Experiences may consist of a game, making something, photo booths, teaching a skill, etc. Please contact Leland Parks and Recreation for clarification if needed.

Miscellaneous Information

- **No vehicles will be allowed in the event area during the event.** If you have to bring additional supplies into the event grounds during the event, you will have to use a hand truck or make arrangements for golf cart assistance.
- There is a "No Pet Policy" for this event. For safety and sanitation, please leave your pets at home.
- The Town enforces a No Tobacco Products on Town Property Ordinance that includes e-cigarettes. Please refrain from bringing these products with you to the event.





————— Leland's Founders' Day 2019 —————

————— Experience Leland Vendor Application —————

Must complete in full with signature and return to Leland Town Hall by September 3 at 5 pm to be considered for a vendor space at Leland's Founders' Day 2019.

Business/Non-Profit Name: _____

Contact's Name: _____ Phone: _____

Email: _____

Mailing Address: _____

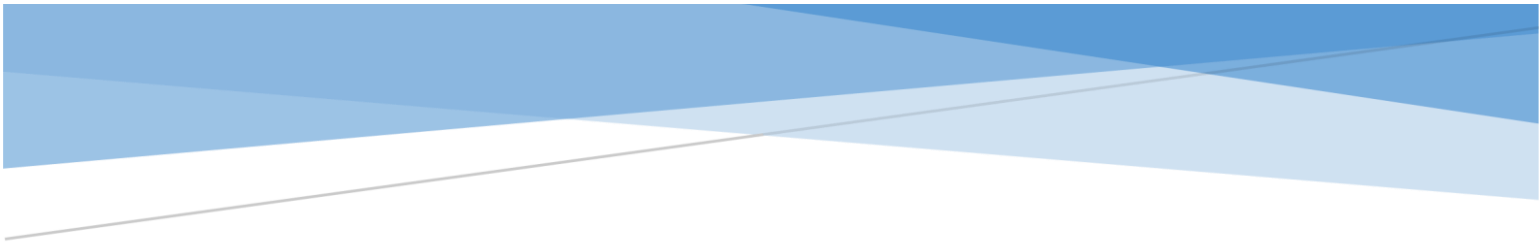
City: _____ State: _____ Zip Code: _____

Website: _____

Type of Business/Product/Service: _____

Do You Require a Double Booth (For Oversized Displays): Yes No

Please describe the Experience that will be offered:



**Please send application, insurance certificates, signed hold harmless waiver and
vendor fees (\$75) to:**

**Leland Parks and Recreation
102 Town Hall Dr.
Leland, NC 28451**

(Please make checks payable to Town of Leland)

The Town of Leland reserves the right to deny any application. The Town of Leland assumes no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges the Town of Leland of any and all claims, damages and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by the Town of Leland. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund of fee.

Signature

Date

Print Name

RELEASE AND HOLD HARMLESS AGREEMENT

I, as a vendor at Leland Founders' Day, hereby agree to:

Indemnify, hold harmless, and defend the Leland Founders' Day event, Leland Parks and Recreation, the Town of Leland, their successors or interests from and against any and all claims, demands, actions, debts, liabilities and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the Concessionaire, its agents, volunteers, or employees while in, upon or about the Leland Founders' Day Event/Leland Municipal Complex Grounds where the concession is located, or while going to or departing from the same, and to indemnify and save harmless the Leland Founders' Day Event, Leland Parks and Recreation, Town of Leland and their successors in interest from any liability and that Leland Founders' Day Event may suffer as the result of acts of negligence, fraud, or misconduct of any Concessionaire's agent, volunteer or employees on or about the Leland Founders' Day Event/Leland Municipal Complex Grounds.

Release the Leland Founders' Day Event, Leland Parks and Recreation and Town of Leland from any and all liability for loss or damage to property and merchandise used by the Concessionaire in the operation of the concession due to theft, fire, storm, flood and damages through any force of nature or otherwise.

I further grant Leland Founders' Day and its officials permission to use any photographs, motion pictures, recordings or any other record of my participation in the festival for any legitimate reasons.

Vendor Signature

Date

Print Name

For office use only

Date Application Received: _____ Vendor Fee: _____ (Check #: _____)

Liability Agreement Signed: _____ Yes _____ No

Confirmation sent to vendor: _____ Email _____ Phone Call _____ Letter _____ Date: _____

Booth Size: _____ Booth(s) Assigned: _____