



**VENDOR APPLICATION**

**SHOW HOURS: 9AM-6:30 PM**

**APPLICATION IS SUBJECT TO APPROVAL BY THE FESTIVAL COMMITTEE**

**ONCE YOU ARE APPROVED YOU WILL BE CONTACTED FOR PAYMENT**

APPLICATION  APPROVED  DENIED

**VENDOR INFORMATION**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PLEASE LIST ITEMS YOU WILL BE SELLING: \_\_\_\_\_

**VENDOR INFORMATION**

**DUE TO THE SIZE AND COMPLEXITY OF THE FESTIVAL PLANNING NO REFUNDS WILL BE ISSUED FOR ANY REASON OTHER THAN CANCELLATION OF THE FESTIVAL. BY CHECKING THE BOX BELOW YOU AFFIRM YOU UNDERSTAND THE REFUND POLICY AND THAT**

**THE EVENT IS AN OUTDOOR RAIN OR SHINE EVENT.**

**VENDOR SPACES ARE 10 X 12 FOR ARTS/CRAFT AND COMMERCIAL SPACES & DO NOT INCLUDE POWER FOOD VENDOR SPACES ARE 10 X 20 (FOOD TRUCKS MUST HAVE QUIET GENERATORS-FOR FOOD VENDORS THAT DO NEED POWER PLEASE LET US KNOW (THERE IS A \$25 CHARGE FOR POWER IF AVAILABLE) PLEASE INDICATE THE NUMBER OF SPACES YOU REQUIRE: \_\_\_\_\_**

**PLEASE INDICATE THE TYPE OF VENDOR:**

ALIEN/UFO  ART  CRAFT  COMMERCIAL  NON-PROFIT  FOOD VENDOR

**VENDOR FEES ARE AS FOLLOWS: (\*ADD \$25 TO EACH BOOTH IF YOU ARE PAYING AFTER APRIL 1ST)**

NON-PROFIT: \$50 \_\_\_\_\_ HOW MANY BOOTHS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

ART & CRAFT VENDOR: \$120 ea \_\_\_\_\_ HOW MANY BOOTHS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

COMMERCIAL: \$125 \_\_\_\_\_ HOW MANY BOOTHS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

FOOD VENDOR: \$200 \_\_\_\_\_ HOW MANY BOOTHS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

ALIEN/UFO: \$100 \_\_\_\_\_ HOWMANYBOOTHS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

**CREDIT CARD INFO:**

NAME ON CARD: \_\_\_\_\_ CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

SECURITY NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ALL VENDORS MUST HAVE AT LEAST 3-4 PRODUCTS ASSOCIATED WITH ALIEN/ UFO/ STARS/ MOONS/ PLANETARY/ NASA/SPACE OR PARANORMAL INCLUDING BIGFOOT PRODUCTS ALL VENDORS MUST DECORATE THEIR BOOTHS IN SOME WAY WITH THE ABOVE ALIEN THEME**

VENDORS WILL NEED TO PROVIDE THEIR OWN TABLES, CHAIRS, AND POP UP STYLE CANOPY FOR THEIR BOOTHS TENTS MUST BE WAITED ON ALL 4 CORNERS. THE VENUE ONLY SUPPLIES THE SPACE. IF YOU ARE USING A TRAILER PLEASE CHECK OFF THE BOX HOW LONG IS YOUR TRAILER?: \_\_\_\_\_

VENDOR RELEASE AGREEMENT AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING A VENDOR AT THE SPRUCE PINE ALIEN FESTIVAL FOR THE **EARLY SETUP OF JUNE 13TH AND THE SHOW DATE OF JUNE 14 TH**, I HEREBY RELEASE SPRUCE PINE SOUTHERN SHOWS, THE SPRUCE PINE ALIEN FESTIVAL, THE TOWN OF SPRUCE PINE, NC AND SHERRY SAUTNER/EVENT ORGANIZER AND ALL VOLUNTEERS AND ASSOCIATED STAFF FOR THE EVENT FOR ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION OF EVERY KIND WHATSOEVER REGARDING PERSONAL INJURY, FINANCIAL LOSS, PROPERTY DAMAGE OR OTHER MATTERS. I UNDERSTAND THE RISKS OF PARTICIPATION IN AN OPEN AIR PUBLIC EVENT AND I VOLUNTARILY ASSUME ALL RISK OF DAMAGE, INJURY OR LOSS, FURTHER I AGREE TO INDEMNIFY AND HOLD HARMLESS SPRUCE PINE SOUTHERN SHOWS AND THE TOWN/CITY OF SPRUCE PINE, NC FROM ANY CLAIMS, LIABILITIES, CAUSE OF ACTION, DAMAGE TO PROPERTY, AND INJURY TO PERSONS, LOSSES, COST AND EXPENSES THAT MAY RESULT FROM MY PARTICIPATION OR RELATED TO THE OPERATION OF MY BOOTH AT THE EVENT.

BY SIGNING THE BELOW YOU ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND THE RELEASE AND HOLD HARMLESS AGREEMENT ABOVE:

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

VENDOR RELEASE AGREEMENT

ALL FOOD VENDORS COOKING FOOD AND ATTENDING THE SPRUCE PINE ALIEN FESTIVAL MUST CONTACT THE TOE RIVER HEALTH DEPARTMENT FOOD SERVICE DIVISION TO SCHEDULE AN INSPECTION OF COOKING EQUIPMENT AND FILL OUT A SPECIAL EVENT APPLICATION FOR THE EVENT 15 DAYS PRIOR TO THE EVENT. THE CONTACT NUMBER IS (828) 688-5060. **FOOD VENDORS WHO SELL PRETZELS, BAKED GOODS, LEMONADE, SNOW CONES, CARMEL APPLES, KETTLE CORN, POPCORN OR PRE-PACKAGED FOODS DO NOT NEED TO HAVE AN INSPECTION.**

FOOD VENDORS: YOU WILL ALSO NEED TO PROVIDE ALONG WITH YOUR INSPECTION APPLICATION A CERTIFICATE OF LIABILITY INSURANCE NAMING THE CITY OF SPRUCE PINE, NC AND SPRUCE PINE SOUTHERN SHOWS AS THE ADDITIONAL INSURED.

VENDOR RELEASE

PLEASE COMPLETE THE APPLICATION MAKING SURE THAT ALL APPROPRIATE BOXES ARE CHECKED OFF AND THE APPLICATION SIGNED, AND INCLUDE 2-3 PHOTOS OF THE PRODUCTS AND OR BOOTH DISPLAY YOU PLAN TO BRING.

**CHECKS: MUST BE MADE PAYABLE TO SHERRY SAUTNER THEN RETURN ASAP BY MAIL TO SPRUCE PINE ALIEN FESTIVAL**

**ATTN: SHERRY SAUTNER**

**50 BUCK MTN LANE, BAKERSVILLE, NC 28705.**

**DO NOT MAKE CHECKS PAYABLE TO SPRUCE PINE ALIEN FESTIVAL**

SEND APPLICATIONS AND PHOTOS VIA OUR FACEBOOK PAGE TO: SPRUCE PINE ALIEN FESTIVAL OR BY EMAIL TO: [SPRUCEPINEALIENFESTIVAL@GMAIL.COM](mailto:SPRUCEPINEALIENFESTIVAL@GMAIL.COM)

**UNCOMPLETED APPLICATIONS WILL NOT BE APPROVED.**

ONCE THE APPLICATION HAS BEEN APPROVED WE WILL CONTACT YOU FOR PAYMENT. PLEASE DO NOT SEND PAYMENT WITH APPLICATION UNTILL YOU HAVE BEEN CONTACTED AT CHISH TIME WE MAY CHARGE YOUR CREDIT CARD INFORMATION YOU HAVE GIVE US ABOVE. WE ACCEPT PAYPAL PAYMENTS, FACEBOOK PAY, CREDIT CARDS AND SQUARE INVOICE PAYMENTS AND CHECKS. SPRUCE PINE SOUTHERN SHOW-SHOW OFFICE #: (828) 688-1148 EMAIL: [SPRUCEPINEALIENFESTIVAL@GMAIL.COM](mailto:SPRUCEPINEALIENFESTIVAL@GMAIL.COM)

ADDITIONAL SHOW INFO



- 1). Booth Reservation & Assignment: SPRUCE PINE SOUTHERN SHOWS will assign booths for vendors. Vendors cannot trade spaces, nor can they move to another location without approval from Spruce Pine Southern Shows.
- 2.) **Booth Space:** Booth sites measure 10ft by 12 ft long and food booths 10 x 20 ft. All equipment must be secured safely and be properly functioning.  
**ALL TENTS MUST HAVE WEIGHT ON ALL 4 SIDES NO STAKES**
- 3.) **Hours of Operation:** Booths must be open to the public, adequately staffed and maintained in complete form during the entire event.
- 4.) **EARLY BREAK DOWN WILL RESULT IN FUTURE SHOW DENIAL FOR ALL EVENTS!.**  
Set Up/Tear Down: Vendors will not be permitted to drive into the event site to load **vehicles until the streets are clear of pedestrians at 6:45 . Vendors must be completely setup at least 1 hour prior to the event start time.**
- 6.) **Electric Service:** Since we are set up on the street there is little or no power available and if you are using a generator it must be quite to covered in such a way as to not effect with nearby vendors.
- 7.) **Solicitation:** Vendors are prohibited from soliciting outside of their assigned booth space. Literature is prohibited from being placed anywhere on the grounds.
- 8.) **Prohibited Items:** Items not allowed for sale or distribution include, but are not limited to: tobacco, drug or alcohol related items; sexually explicit or adult-themed material; any materials
- 9.) **License, Permits and Sales Tax:** Vendor responsible for all appropriate licenses & permits for their operation. Required permits must be available during the event. \10.) **Drugs/Smoking/Alcohol:** No smoking, alcohol or illegal drugs permitted on-site.
- 11.) **Trash:** All Vendors are responsible for keeping their booth clean and orderly at all times. This includes **hauling away any trash or garbage** that is generated in or around the booth
- 12.) **Food/ Beverages:** Only approved concessionaires may sell ready-to-eat food or beverages.
- 13.) **Agreement Termination:** Spruce Pine Southern Shows may terminate this agreement without notice and forthwith remove the vendor from the premises for selling unauthorized items, failure to sell from the assigned booth space, for fowl language or poor behavior, or for any reason. or breach of any part of this agreement, **No refunds shall be given to vendors selected to participate in this event for any reason.**
- 14.) **Storage:** There will be no storage allowed outside the booth space for any supplies, equipment or inventory.
- 15.) **Security:** Vendor is responsible for the security of their own property and equipment at all times. While limited security personnel will be on duty at all times during the weekend, no security personnel will be assigned specifically to Vendors.
- 16.) **The Festival shall not be held responsible for loss,** theft or damage to any property left on the Festival grounds at any time. Vendors must secure there tents on all four sides and are liable for damages.
- 17.) **Wastewater:** Please do not dispose of wastewater on festival grounds. Vendors observed dumping will be asked to leave the festival immediately.
- 18.) **FOOD BOOTHS: SELLING ITEMS WITH OIL MUST LAY DOWN PROTECTIVE LAYOR AND HAUL OIL AWAY OR BE FINED FOR HAZARDOUS WASTE AFTER THE EVENT AND MUST HAVE 2 GARBAGE CANS.**