



VENDOR REGISTRATION FORM

All vendors must review the *Music Festival Rules and Procedures* prior to submitting a registration form. By signing below, vendor registrants acknowledge understanding and agree to abide by said *Music Festival Rules and Procedures*. This form must be completed in its entirety.

The Music Festival Planning Committee strives to maintain balance and diversity in vendor offerings and, therefore, reserves the right to accept or reject any vendor for any reason per Section 2 of the *Creedmoor Music Festival Rules and Procedures*.

The deadline for registration is **Friday, August 30, 2024**. Vendors will be notified once registration has exceeded the amount of available vendor spaces and placed on a waitlist. In the event of a cancellation, vendors will receive consideration for acceptance with regard to festival needs.

- **To pay by credit card:** (will incur \$1.50 convenience fee)
Email this form to musicfestival@cityofcreedmoor.org and City Hall Staff will call for your credit card information
- **To pay by check or money order:**
Enclose your check or money order payable to **Creedmoor Music Festival, P.O. Box 765, Creedmoor NC 27522**
- **For additional information:**
Visit www.cityofcreedmoor.org/MusicFestival, email musicfestival@cityofcreedmoor.org, www.facebook.com/CreedmoorMusicFestival or call (919) 764-1013.

VENDOR INFORMATION

Vendor/Company Name:

Representative Name:

Mailing Address:
Street Address

City State Zip Code

Phone:
Primary Phone Alternate Phone

Email Address (Required):
Email will be the primary method of communication. Please add musicfestival@cityofcreedmoor.org to your safe sender list or address book to ensure receipt of important festival information and day-of-event instructions.

Website:

Facebook:

Twitter:

Instagram:

VENDOR SPACE

Vendor spaces are limited and granted on a first come basis. The cost per each 12'x12' space. Application fees will not be refunded in the event of vendor cancellations or no shows (see Section 3 of the *Festival Rules & Procedures*). **Limit of one (1) electrical space per vendor.**

Non-Electrical	<input type="text"/> <i>Number of Spaces</i>	x	\$100.00 <i>Per Space</i>	=	<input type="text"/> <i>Total Due</i>
Electrical	<input type="text"/> <i>Number of Spaces</i>	x	\$140.00 <i>Per Space</i>	=	<input type="text"/> <i>Total Due</i>

Payment must accompany registration form. Applications will not be reviewed for placement until payment is received in full.

VENDOR TYPE

Check all that apply. Vendors are strictly prohibited from conducting their activities beyond the 12x12 vendor space – i.e. cannot stand in/block midway to attract attendees. Vendor booths must be utilized for the purpose stated on this registration form. Deviation from registered purpose will result in possible exclusion from future festivals.

Food Vendor: Includes the sale of unpackaged and/or perishable food items (see Section 10 of the Festival Rules).

Non-Food Vendor: Includes the sale/promotion of handcrafted and/or manufactured goods and merchandise.

Promotional Vendor: Faith-based Vendor Non-profit Organization Vendor Informational Vendor

Vendors are not permitted to give away free food or beverages of any kind, including bottled water.

Specify Products:

REQUIRED: You must provide a brief description of your products/services in space below.
Be sure to attach images of products for sale, along with a photo of your booth/trailer set-up to this registration.

Smoker Cooker/Grill
Smoker cookers/grills are assigned at the END of the street.

Generators
Generators are assigned at the END of the street.
Specify Decibel Level: _____

Concession Truck and/or Trailers*
Vehicles/Equipment measuring 11' or longer require a minimum reservation of two (2) spaces. Water supply is vendor responsibility.

Dimensions (including tongue of trailer & mounted generators):
Length: _____ x Width: _____

Serving window location:
 Driver's Side Passenger's Side

Do you have a current permit? Yes No

If so, what county? _____

Expiration date of permit: _____

Additional Requests:

Elderly/Handicap Parking
Handicap parking is not available in close proximity to vendor spaces; vendors selecting this as a need will be placed at a location *closer to* available vendor parking (at or near the end of the festival street).

Special Requests:

Special requests are not guaranteed!

VENDOR ACKNOWLEDGEMENT

Please review carefully. Vendors must complete, and sign as indicated, this acknowledgment for acceptance into festival.

My signature below denotes that I have read, understand and will abide with the Creedmoor Music Festival Rules & Procedures.

Vendor Signature

Date

Vendor space assignments and important day-of-event instructions, including the Vendor Layout and Parking Map, will be forwarded to all registered vendors via email by Wednesday, September 11, 2024. Vendors should review all forwarded documentation prior to festival day.

By signing this registration form, I acknowledge that the Music Festival is subject to various weather conditions (no rain date and no refund of application fees). Following the event, I will collect, bag, and properly dispose of all trash and/or debris in the trash receptacles provided.

Furthermore, in consideration of my participation in the aforementioned Music Festival, I hereby discharge and release the City of Creedmoor and any and all employees of the agents or volunteers thereof from all claims of any kind or nature whatsoever arising out of the above said employees or agents to the extent allowed by law.

Vendor Signature

Date

Office Use Only:

Date Received:

Date Paid:

Status:

Accepted

Waitlisted

Denied

Payments:

Cash

Check/Money Order #

Credit

Auth. #

Comp Space

(pre-approved by _____)

Entered:

Confirmation

Vendor Database

Vendor Listing

Website

Comments: