



# Cramerton Christmas Bazaar

An Indoor Arts & Crafts Festival

Saturday, December 2

9am-1pm



## 2017 VENDOR APPLICATION

Booth Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

NC Sales Tax ID# \_\_\_\_\_

Email \_\_\_\_\_

**Describe in detail the contents of your Booth** (be specific). If you are approved as a vendor, items not listed below will not be eligible for display in your booth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*SUBMISSION OF APPLICATION DOES NOT GUARANTEE A SPACE\***

Booth Space size is **10' x 10'**. Booth fee is **\$20.00** per space. Tables are available to rent at **\$5.00** per table.

Number of 10'x10'spaces you are requesting: \_\_\_\_\_ \$ \_\_\_\_\_

Number of tables you are requesting: \_\_\_\_\_ \$ \_\_\_\_\_  
(2 tables maximum)

Total Payment Enclosed: \_\_\_\_\_ \$ \_\_\_\_\_

**Make Check Payable to: Cramerton Parks and Recreation**

Please return Payment to:

**Cramerton Christmas Bazaar  
Cramerton Parks and Recreation  
155 N. Main Street  
Cramerton, NC 28032**

**Date Received**

\_\_\_\_\_

**Approved / Denied by**

\_\_\_\_\_

**Date Notified**

\_\_\_\_\_

**Cash / Credit /  
Check# \_\_\_\_\_**

I agree that I have read, understand and agree to follow all rules and regulations of the Cramerton Christmas Bazaar. I agree to hold harmless The Town of Cramerton, It's employees, agents, volunteers, and sponsors from any and all claims, liabilities, costs, expenses and damages which may result from the operation of my booth or other festival related activities. I further understand the bazaar will be climate controlled but **electricity will not be available for vendor hook-up.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2017 RULES & REGULATIONS

- 1. APPLICATION PROCESS:** Application deadline is November 20, 2017. Once you have been accepted as a vendor, no refunds will be issued for any reason. NO EXCEPTIONS. Submission of this application does not guarantee a space. Applicants must submit (with their application) at least two (2) photos of your art or craft you plan to sell. We reserve the right to remove any items that have not been screened, are of poor quality, or are inappropriate. No application will be accepted without the complete application, photos, and fee. If your application is not approved, your check will not be cashed and it will be returned. Vendors will be contacted with confirmation via e-mail. There are no guaranteed exclusives but we will try our best to not have duplicate vendors and/or items.
- 2. RESTRICTED ITEMS:** The following items are banned from sale: Any type of animal or pet, snap-N-pops, cap guns or rockets, crazy foam or silly string, stink bombs, water guns or rockets, knives, guns and/or any other weapons (including replica weapons). Only authorized Food vendors are permitted to sell food and drinks. Unauthorized sale of food/drink items will result in automatically closing your booth for the remainder of the Bazaar.
- 3. LOCATION:** The Bazaar is located at the Cramerton Community Center, 1 Julian Street, Cramerton, NC. The Bazaar takes place in the building in front of the pool. We will have upstairs, downstairs, and outdoor locations, if registration numbers warrant.
- 4. SPACE ASSIGNMENTS:** All approved vendors will be assigned a space. All vendors must provide their own tables and chairs. Tables are available to rent but must be specified on the application. The Parks & Recreation Department has sole discretion on placement and moving of vendor booths/stands. You must confine your business to the specific area you rent. There will be no soliciting, signage or handing out of written materials by any organization, groups, or individuals outside of the space that has been leased. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by the Parks & Recreation Department.
- 5. SUBLEASING:** Subleasing or any other type of transfer of contracted space is PROHIBITED. Once a space has been assigned, you will not be permitted to move to a different location without written permission from the Parks & Recreation Department. There will be no prorated spaces. If full payment is not received by the due date stated on the contract, vendor's space will be released and a contract will be generated to the next approved vendor on the waiting list.
- 6. SET UP:** Vendors may begin their set up on December 1<sup>st</sup> between the hours of 5:00 p.m. and 8:00 p.m. and on December 2<sup>nd</sup> between the hours of 7:00 a.m. and 9:00 a.m. If you arrive late, your space will not be available. Set up is not allowed after the event has started. Please unload your vehicle and immediately park your vehicle in the designated parking area; then return to your vendor space to complete your set up. Your space will be inspected for safety prior to the opening of the Bazaar.
- 7. CLEAN UP:** You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans.
- 8. BREAK DOWN:** All vendors are expected to be on site during all hours of the bazaar. Booth may not be dismantled until the Bazaar closes at 1:00 p.m.

9. **NOTICE:** Cramerton Parks & Recreation reserves the right to accept or reject any application. We also reserve the right to remove any vendor that does not follow the rules and regulations as established for this event. No exclusives without written permission from the Parks & Recreation Department.
10. **COMMUNICATION:** The majority of communication in regards to vending at this event will be sent via electronic mail. Please be sure to call the office if you are not receiving email updates. Be sure to provide a legible email on the top portion of the application. Failure to comply with rules/regulations/updates sent via email will result in dismissal from the event. It is the vendor's responsibility to regularly check email for important updates.
11. **LIMITATIONS:** **No pets are allowed in the building. Alcoholic beverages and illegal substances are not allowed on the property.** Any vendor or patron found under the influence or in possession of alcohol or illegal substances will be required to leave the premises immediately. They will not be allowed access on the property for the duration of the event and will be subject to arrest. No refunds will be given to anyone who is removed from the property. No exceptions. The Cramerton Parks and Recreation Complex is Tobacco Free.
12. **QUESTIONS:** If you have any questions about the Cramerton Christmas Bazaar, please contact Cramerton Parks & Recreation at (704) 824-4231 or email Cristy Busler, [cbusler@cramerton.org](mailto:cbusler@cramerton.org). Visit us online at [www.cramerton.org](http://www.cramerton.org)