



# First Friday 2018-2019

## Vendor Application

6:00 AM-8:30 PM

For more information about vendors contact the Imperial Centre at (252) 972-1266 or info@imperialcentre.org.

### COMPANY INFORMATION

Company Name : \_\_\_\_\_

#### Contact

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

#### Hours of Operation

First Fridays are 6:00 PM-8:30 PM

Vendors can begin setting up at 4:30 PM and must be set up by 5:45 PM.

### SALE ITEMS OR ITEMS TO BE DISPLAYED

Please list all items you wish to offer, display or sell. Attach a photo of your work, display, and any other supporting business information to this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

#### Please note which months you are interested in participating:

October \_\_\_\_ November \_\_\_\_ December \_\_\_\_

February \_\_\_\_ March \_\_\_\_ April \_\_\_\_ May \_\_\_\_

**Waiver of Liability:** In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against the City of Rocky Mount, their representatives, successors, and assigns, for any and all injuries suffered by me in this event. Further, I hereby grant full permission to the City of Rocky Mount, The Rocky Mount Rotary Club and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose.

I agree to the terms of the Waiver of Liability, and the 2018-2018 Vendor Rules and Regulations for this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT DATES & Fees

**DEADLINE FOR ENTRIES is 2 weeks prior to each event. A \$5 late will be charged to any late applicants**

Limited spaces: Limited spaces are available so please make sure to have your application and fee in before the deadline. You will receive email confirmation once you are approved.

Item	Fee	Quantity	Subtotal
10' by 10' vendor spot for the sale of merchandise or distribution of information	\$10		
Food Vendor- No power provided	\$30		
10' by 10' vendor spot for all 2018-2019 First Friday Events (sale of merchandise or information)	\$40		
<b>TOTAL ENCLOSED:</b>			

#### PAYMENT INFORMATION:

Payment required with this application. **Please make checks payable to:**

City of Rocky Mount

#### SUBMITTING THE APPLICATION:

Please mail your application and payment to:

City of Rocky Mount  
Imperial Centre  
270 Gay St  
Rocky Mount, NC 27804

**2018-2019 First Friday  
At the Imperial Centre  
VENDOR RULES & REGULATIONS**

**No Refunds**

First Friday will occur rain or shine.

**Application Process**

**Include the following:**

**Payment must be included with application.**

**Make sure to sign and date the Waiver of Liability on application.**

Make checks payable to: **The City of Rocky Mount**

Incomplete applications will be returned. Call or e-mail with any application questions.

(252) 972-1266 or [info@imperialcentre.org](mailto:info@imperialcentre.org)

**Application Review**

Upon receipt of the items listed above, Imperial Centre staff will process, select, and notify vendors of their status. Applications are reviewed on a first-come, first-served basis. Application review includes uniqueness and quality of product, booth display, spirit of cooperation and consideration to avoid duplication. Only 1 food vendor will be accepted per month.

**Sale Items**

Please include a detailed list of what you wish to offer for sale, offered or displayed in addition to photos of your items and your display.

**Electricity**

Electricity is not available. Generators are only to be used by food vendors. Generators must be low polluting and reduced noise.

**Vehicle Parking**

Vehicles may unload in the circle near the entrance, but must not remain parked in that location. Carts are available in the main lobby to assist in a speedy unloading process.

**Check-In**

Information about check-in will be sent to you closer to the event.

**Health Department Rules and Regulation Information**

The County Health Department enforces all state regulation regarding food preparation. Preparing food outside requires strict preparation and storage procedures. Health Department staff will inspect booths. If you do not meet standards, they will not allow you to serve to the public. Consult Nash County Health Department for answers regarding required procedures. The food vendor MUST contact the Nash County Health Department a minimum of (3) three weeks in advance of their scheduled event date.

**Equipment**

The Imperial Centre will provide 1 6 foot table and two chairs to each vendor. Vendors must provide all additional equipment, tables, chairs, tents, and signage for their space.