



Lawn Chair Theatre's Tackle the Tar Kick Off Event

Vendor Application
Friday, May 17, 2019

Tackle the Tar is looking for craft vendors. For more information about vendors contact Kayla Hillman at (252) 972-1159 or kayla.hillman@rockymountnc.gov. ****This is not a food vendor application****

COMPANY INFORMATION

Company Name: _____

CONTACT

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

E-mail: _____

Phone Number: _____

HOURS OF OPERATION

Friday, May 17 from 6:00-8:30pm (movie starts at 8:30pm). Vendors can begin setting up at 4:30pm and must be set up by 5:45pm.

SALE ITEMS

Please list all items you wish to offer, display or sell. Attach any photos or other supporting business information to this application.

IMPORTANT DATES

DEADLINE FOR ENTRIES IS MAY 10, 2019

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.

FEES

Item	Fee	Quantity	Subtotal
10'w X 10'd vendor space	\$5		
TOTAL ENCLOSED:			

PAYMENT INFORMATION:

Payment required with this application. **Please make checks payable to: Rocky Mount Rotary Charitable Trust**

SUBMITTING THE APPLICATION:

Please mail your application and payment to:

The Rocky Mount Rotary Club

Attn: ACF

PO Box 8888

Rocky Mount, NC 27804

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 Tackle the Tar, City of Rocky Mount or the Rocky Mount Rotary Club, their representatives, successors, and assigns, for any and all injuries suffered by me in this event. Further, I hereby grant full permission to Tackle the Tar, 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 2019 Vendor Rules and Regulations.

Signature _____ Date _____

RELEASE MUST BE SIGNED OR THIS ENTRY WILL NOT BE ACCEPTED.



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VENDOR INFORMATION

No Refunds

Tackle the Tar will occur rain or shine.

Application Process

Include the following:

1. Payment must be included with application.
2. Make sure to sign and date the Waiver of Liability on application.
3. **Make checks payable to: Rocky Mount Rotary Charitable Trust**

Incomplete applications will be returned. Call or e-mail with any application questions.
(252) 972-1159 or kayla.hillman@rockymountnc.gov

Mail applications to:

The Rocky Mount Rotary Club
Attn: ACF
PO Box 8888
Rocky Mount, NC 27804

Upon receipt of the items listed above, the Rocky Mount Rotary Club will forward craft vendor applications to Imperial Centre staff for notification. Applications are reviewed on a first come, first serve basis. Application review includes uniqueness and quality of product, booth display, spirit of cooperation and consideration to avoid duplication. Vendors will receive an update before the event on load in info.

Contact Information

Kayla Hillman
Special Events Coordinator
(252) 972-1159
Kayla.hillman@rockymountnc.gov

Sale Items

Please include a detailed list of what you wish to offer for sale.

Electricity

Electricity is not available.

Vehicle Parking

Vehicles may not be parked in vendor space or event area. Free parking is available near event. Vehicles will be allowed to drive close to vendor spots for loading and unloading.

Check-In

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