

# First Friday Holiday Shopping Bazaar

## Non-Food Vendor Application

December 6, 2019

### CONTACT INFORMATION

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

### SALE ITEMS

Please list all items you wish to sell. Attach any other supporting business information to this application.

---

---

---

---

---

---

---

---

---

---

### HOURS OF OPERATION

Friday, December 6 – 6:00pm to 9:00pm

Vendors can begin setting up at 4:30pm

### **DEADLINE FOR ENTRIES IS NOVEMBER 15, 2019**

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
1 table & 2 chairs	\$20		
<b>TOTAL ENCLOSED:</b>			

### PAYMENT INFORMATION:

Payment Method (circle)

Check

MasterCard

Visa

Payment Amount

\$ \_\_\_\_\_

Checks payable to:

**City of Rocky Mount**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**FINAL deadline for applications is  
November 15, 2019**

**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 Imperial Centre for the Arts & Sciences, 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 Imperial Centre for the Arts & Sciences, the City of Rocky Mount 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 Imperial Centre for the Arts & Sciences Rules and Regulations.

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

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

# VENDOR APPLICATION INFORMATION

## No Refunds

First Friday 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: **City of Rocky Mount**

Incomplete applications will be returned. Call or e-mail with any application questions. Applications are reviewed on a first come first serve basis and includes review of uniqueness and quality of product, booth display, spirit of cooperation and consideration to avoid duplication.

Mail applications to:

City of Rocky Mount  
Imperial Centre  
P.O. Box 1180  
Rocky Mount, NC 27802-1180

## Contact Information

Kayla Hillman  
(252) 972-1159  
kayla.hillman@rockymountnc.gov  
www.imperialcentre.org

## Sale Items

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

## Electricity

Electricity is not available.

## 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.

## Equipment

The Imperial Centre will provide one 6ft table and two chairs per payment to each vendor. Vendors must provide all additional equipment and signage for their space.



**ROCKY MOUNT**  
IMPERIAL CENTRE  
THE CENTER OF IT ALL