



**VENDOR APPLICATION**

***Downtown Whiteville Christmas Extravaganza***

Saturday, Dec. 2, 2023

Official event hours 6:00 PM – 10:00 PM

701 South Madison Street

Whiteville, NC 28472

This is a free community event featuring our annual Christmas parade and Christmas tree lighting. Food and Beverage vendor fees have been waived for this year's event. If you are interested in participating as a vendor in this year's event, please fill out the following information:

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Facebook / Instagram, if applicable \_\_\_\_\_

Please describe the items you plan to sell

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**The Downtown Christmas Extravaganza organizers have established rules and policies to ensure all vendors are considered equally and to ensure the safety of those in attendance. By submitting your completed application, you agree to abide by these rules and policies. Your compliance is much appreciated.**

**Rules:**

- The Christmas Extravaganza Organizers reserve the sole right to select any and all participants
- Applications will be processed in the order of the date received and must include all required information. Any incomplete application will be removed from consideration.
- Vendors are responsible for leaving the space in the same condition as when the vendor arrived. Oil spills and /or damage to the space must be reported immediately to vendor coordinator.
- All vendors must be set up NO later than 5:00 PM and remain open and sales-ready until the crowd clears after the event is over. Vendors are not allowed to move their food truck or bring any vehicle inside the vendor area until crowd clears. Vendors will be notified by staff when it is clear for you to move.
- Vendors are responsible for their own power and water supply.

**Applicant Acknowledgement:**

Applicant understands the City of Whiteville (hereafter “Event Organizers”) reserves the right to reject any and all applications. Applicant understands that they are responsible for reading and adhering to all vendor rules and regulations as may be established by the Event Organizers, as well as any and all applicable local, state, and federal laws and regulations. Applicant hereby agrees to indemnify, hold harmless, and release the City of Whiteville, and the Event Organizers and any or all sponsors or agents from any loss, liability, damage, or costs (including attorney fees and court costs) and any and all claims of injury or damages resulting from and/or arising out of their participation in the Downtown Christmas Extravaganza, whether caused by negligence or willful act of the Applicant or any other person. By your signature below, Applicant agrees to consider this application a commitment to abide by any and all rules and regulations that may be set forth by the Event Organizers and that it is solely responsible for obtaining any and all liability insurance coverage for their business/organization. Applicant understands that only items and information included in this application and approved by Event Organizers may be sold and/or given away during the Downtown Christmas Extravaganza. Applicant also consents to the Event Organizer using its photograph, image, and/or sound in promotional materials, including print, broadcast, and online internet media.

I have read and agree the Christmas Extravaganza Rules.

Signature:

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Date:

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**If you have any questions or concerns, please reach out to Madison Ward at (910) 207-7997 or Emily Cross at (910) 840-2928**