



City of Locust  
186 Ray Kennedy Drive  
Locust, NC 28097  
(704) 888-5260

# Summer Concert Series Vendor Packet

## Event Information

City of Locust Annual Summer Concert Series (“SCS”) is held on the third Saturday of every month from April to September. Music, activities, food, dance, and Locust fun will be enjoyed at all concerts.

Locust is located in-between Charlotte and Albemarle, and Concord and Matthews. Just east of 485, we are easily accessible to all east of Charlotte. We pride ourselves on our everlasting small town feel. We are a city with a soul. Locust is growing rapidly with new restaurants, businesses, shops, neighborhoods, and people. Our town center is the center and heart of Locust. Town Center is home of many restaurants and businesses including our City Hall and site of our Concert Series.

As an annual event, our Summer Concert Series is a popular event drawing in a wide variety of attendees. We will be drawing in people from Albemarle and Charlotte as well as other local communities. Local bands will perform from the porch of City Hall, amongst the nostalgic buildings of Town Center.

## Vendor Application Process

Attached to this information packet is a Vendor Application. Please complete the application and return it to the listed address. Once the application had been received and approved, your organization will be notified. Deadline for Vendors is the first of every month. The first deadline will be April 1<sup>st</sup> for the April 18<sup>th</sup> concert. You must be able to commit to attend the concerts agreed upon below. After the deadline we will still accept vendors but cannot guarantee maximized publicity through pre-event marketing.

## Vendor Policies and Procedures

Although we cannot guarantee exclusivity, we do try to not repeat similar products and services. We will avoid placing vendors with similar products or services next to one another for the benefit of all.

**Set Up/Vending time:** You may set up beginning at 4:00pm on the day of the event (if earlier set up time is necessary, please discuss with Emily Jones). When you arrive, Tate Osborne or Emily Jones will show you your assigned area. *You must be ready for opening by 6:00pm.* Vendors are allowed to begin selling product as soon as our first guests arrive. Typical start times for concerts are 6:00 pm.

**Clean Up:** Each vendor is responsible for cleaning up their entire area. Please leave our ‘back yard’ the way you found it. You are responsible for a timely clean up at the conclusion of the event. Fees must be paid to Emily Jones BEFORE leaving the concert. *\*You MAY NOT clean up your areas until the concert is over, and no cars may be moved until guests have cleared the “back yard.”\**

**Space available:** All vendors will have spaces set up within the main area of the event, insuring great traffic flow and visibility. Please note on application the space necessary including length and width of tents, trailers, carts, etc.



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## Vendor Policies and Procedures continued

**Tents/Trailers:** Vendors may set up with a trailer, pop up tent with table. Vehicles must be unloaded, and trailers unhitched, and moved into the parking lot by 5:00pm.

**Sales Tax:** All vendors are required to pay their own sales tax from any sales made at the Summer Concert Series and Cruise In.

**Signage & Electricity:** No signs outside of the tent of the vendor space assigned to each vendor are allowed. We do not have electricity available for vendors. You may use a generator.

**Flyers/Handouts:** Flyers and handouts are prohibited. You may not approach guests at their seats. You must allow guests to approach you at your booth.

**Parking:** There is no reserved parking for vendors. Please park respectful of your prospective customers. We ask that you limit the number of vehicles you need to bring, due to limited parking.

**Weather:** Our SCS events are dependent on weather circumstances for the day. If an event is canceled due to weather, you will be notified a.s.a.p.

**Refunds:** We do not allow for refunds, but you may be allowed to reschedule for another concert date if any are available.

**Non-food Vendors:** No water or drink sales are allowed for sale by craft and material vendors. Only food that is pre-packaged will be allowed to be available for sale by craft and material vendors.

**Tobacco/Alcohol Policy:** Please refrain from using any tobacco products while at the Summer Concert Series. Please remove yourself from the back yard, and crowded areas, before using tobacco products. The consumption of alcohol while participating as a vendor is strictly prohibited. If seen using these items while participating as a vendor, you will be asked to leave the concert.

*Any guidelines or rules set up in this application may be changed by the Event Coordinator.*

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# SCS VENDOR APPLICATION

Name of business: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Dates applying for (check as many as desired, fees for each are due at each concert):

April 16<sup>th</sup> \_\_\_\_\_

July 16<sup>th</sup> \_\_\_\_\_

May 21<sup>th</sup> \_\_\_\_\_

August 20<sup>th</sup> \_\_\_\_\_

June 18<sup>th</sup> \_\_\_\_\_

September 17<sup>th</sup> \_\_\_\_\_

**\*Failure to appear at a scheduled concert, checked above, is unacceptable and will result in the revocation of your future concert applications.**

**BOOTH REQUIREMENTS (CHECK ONE):**

**Food Vendors:**

\_\_\_\_\_ 10'x10' (10% of sales paid to Emily Jones at the end of the event)

**Craft and Material Vendors:**

\_\_\_\_\_ 10'x10' (\$20.00)

**Non-Profit or Church Groups:**

\_\_\_\_\_ No fee

Fee for individual concerts must be paid to Emily Jones BEFORE leaving the concert.

**Vendor Items**

The following item(s) will be displayed and/or sold in the vendor space(s): Please include a photo or website link of the product being offered and describe in detail the type of display, presentation, and items to be sold. Only items listed for sale on this application will be allowed, so please be specific. ONLY PRE-PACKAGED FOOD WILL BE ALLOWED FOR SALE BY CRAFT AND MATERIAL VENDORS. WATER AND DRINK SALES ARE EXCLUSIVE TO FOOD VENDORS.

List items here:

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Name of persons working the concert: \_\_\_\_\_

Website or link: \_\_\_\_\_



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**ONCE ACCEPTED AS A CITY OF LOCUST SUMMER CONCERT SERIES VENDOR, I AGREE:**

- A. To hereby release and forever discharge the City of Locust and all of its employees. All sponsoring organizations, and their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the City of Locust’s SCS. The City of Locust will not be responsible for any injury sustained by vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products, or of any of my other actions at the Summer Concert Series. I further agree to store my products, merchandise, and/or art at my own risk without exception or limitations.
- B. To supply my own tent(s) along with all necessary equipment and tables and chairs for my products.
- C. To comply with all representations of this application and with all of the conditions and deadline set forth in the informational letter sent to me upon acceptance into the Summer Concert Series. I further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate that day of the event and I would forfeit all entry fees.
- D. To attach a certificate of insurance and any further certifications that are required of me as a merchandise or food vendor.
- E. To leave my space as I found it, properly disposing of trash and all waste products within the components made available by the City of Locust, and removing all of my equipment in a timely manner at the conclusion of the event. I agree to pay for any expenses that the City of Locust may have incurred as a result of my not fully cooperation with the event organizers. Minimum fee incurred for non-compliance is \$250.
- F. To use my best efforts to present high quality products and services and to cooperate with all event organizers in assuring the SCS in will be the best possible.
- G. Should an Act of God/terrorism/Mother Nature/or Community disaster occur, the City of Locust staff will make all decisions regarding the event based on safety of employees, vendors, volunteers, and guests first. The City of Locust cannot accept the rick of disaster for everyone. Each participant and vendor needs to accept the risk of his or her entry fee. There will be NO REFUNDS. If another concert date is available, you may be able to reschedule for another concert event. The City of Locust has ordered and is liable for every supply, rental, and service needed for the event, regardless of the outcome. The money paid from entry fees is spent developing the event. These costs include but are not limited to paying for marketing, entertainments, permits, etc.

**I have read, understand, and will comply with all rules and regulations outlined in this application.**

Applicant’s Name: (Printed)

Business Phone:

Applicant’s Signature:

Phone Number:

**\*How to send in your application:**

- Mail to P.O. Box 190 Locust, NC 28097
- Drop off at City Hall (186 Ray Kennedy Drive, Locust, NC 28097)
- Fax to 704-888-1566 Attn: Emily Jones, Subject: SCS Vendor Application
- Scan and email to Emily Jones at [events@locustnc.com](mailto:events@locustnc.com)