

## Locust Fall Festival

# Locust Fall Festival Vendor Packet

### Event Information

The Fall Festival is an annual event scheduled each year on October 31<sup>st</sup> and organized by a committee formed by representatives from local churches and the City of Locust Parks and Recreation Department.

The goal of the event is to provide a safe and family friendly alternative to trick-or-treating for families.

We invite local businesses, churches, and organizations to participate in this event by setting up a booth, hosting activities or games, and handing out candy “trick-or-treaters.” Sponsorships to help cover the cost of the event are additional opportunities for involvement.

### Vendor Application Process

Attached to this information packet is a Vendor Application. Please complete the application and return it to the listed address or by email to [tommy.ross@firstbaptistlocust.com](mailto:tommy.ross@firstbaptistlocust.com).

Once the application had been received and approved, your organization will be notified.

Deadline for Vendors is the October 23<sup>rd</sup>.

### Vendor Policies and Procedures

**Set Up/Vending time:** You may set up as early 3:00pm on the day of the event (if earlier set up time is necessary, please discuss Park Director, Emily Jones 704-310-1296).

When you arrive:

- Enter the park from 24-27/Main Street onto Officer Jeff Shelton Park Drive
- At the back of the parking lot, drive through the “authorized vehicles only” gate and in-between the baseball fields. (Please watch for pedestrians)
- The loading/unloading zone is at the gate on the left, at ballfield #4, our largest field.
- Committee Members will be at the gate and help you locate your booth’s location.
- Unload your items to just inside the gate and move your vehicle to a parking spot, then return to move your items from the gate to your booth area.
- No vehicles are allowed onto the field. If you have large items that need to be transported, please notify a committee member when you arrive, and we’ll have one of the park utility vehicles assist you.

Unloading can be congested, please move as quickly and safely as possible. It is best if you have at least two people, so one can move the vehicle to the parking lot after unloading.

Please park your vehicle in the school parking lot, so we can leave the park’s parking lot open for event guests.

*You must be ready for opening by 6:00pm. Gates open to guests at 6:00 PM*

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**Clean Up:** Clean up begins at 8:00 PM and not any earlier. Each vendor is responsible for cleaning up their booth area. No vehicles are allowed through the authorized vehicle gate until all guests are clear of the pathways.

**Space available:** Booths are typically 12x12ft. Please note on application if you will need multiple spaces to accommodate your set up. Booths are places on the perimeter of the ballfield and if necessary, along the outfield/infield line. There is no fee for vendors, but space is limited. Applications must be approved by the Fall Fest Committee.

## Vendor Policies and Procedures continued

**Tents/Trailers:** Tents are encouraged to help define your space. Vendors must provide all necessary items for their booths including tents, tables, etc. NO vehicles or trailers are allowed on the ballfield.

**Sales:** Sales are prohibited. Every aspect of this event is free. Please do not sell goods, food, beverages, raffle tickets, etc. You're welcome to share information, brochures, flyers, etc. about your business.

**Signage & Electricity:** No signs outside of your assigned booth area are allowed. We do not have electricity available for vendors. You may use a generator if approved by the committee and noted in your application.

**Flyers/Handouts:** Flyers and handouts are allowed only from your booth. You may not approach guests outside of your booth area.. You must allow guests to approach you at your booth.

**Parking:** Vendor parking is in the school parking lot. Please park respectful of your prospective guests. We ask that you limit the number of vehicles you need to bring, due to limited parking.

**Weather:** This event is rain or shine. If inclement weather requires the event to cancel, we will first post on our Facebook page.

**Tobacco/Alcohol Policy:** Tobacco and alcohol products are strictly prohibited. If seen using these items while participating at the Fall Fest, you will be asked to leave immediately.

*Any guidelines or rules set up in this application may be changed by the Fall Fest Committee*

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# FALL FEST VENDOR APPLICATION

Name of business/organization: \_\_\_\_\_

Main Contact: \_\_\_\_\_

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

**Booth Requirements/requests:**

One 12x12 booth will be provided unless otherwise requested below

\_\_\_\_\_

**Vendor Items**

Please provide information about your booth set up so that we can ensure a safe and family friendly environment. If possible, we will avoid too many repeated activities.

The following item(s) will be displayed and/or hosted in the booth space(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of persons volunteering in your space: \_\_\_\_\_

Website or Facebook page name: \_\_\_\_\_

**Once accepted as a Locust Fall Fest Vendor, I agree:**

- A. To hereby release and forever discharge the Fall Fest Committee, 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 Locust Fall Festival. The Fall Fest Committee, the City of Locust, and all of its employees, will not be responsible for any injury sustained by vendors or guests while within space designated for the aforementioned. I agree to pay for all damages that may have been caused as a result of the operation of my booth, or of any of my other actions at the Locust Fall Fest. 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 booth.
- 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. 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 or future events.

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- D. 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 Parks and Recreation Department 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.
- E. To use my best efforts to present high quality products and services and to cooperate with all event organizers in assuring the Locust Fall Fest will be the best possible.
- F. Should an Act of God/terrorism/Mother Nature/or Community disaster occur, the Locust Fall Fest Committee will make all decisions regarding the event based on safety of employees, vendors, volunteers, and guests first. The Locust Fall Fest Committee cannot accept the rick of disaster for everyone. Each participant and vendor needs to accept the risk of his or her sponsorship fee.

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

Applicant's Name: (Printed)

Date:

\_\_\_\_\_  
Applicant's Signature:

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

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

- **Mail to FBC (P.O. Box 159, Locust, NC 28097)**
- **Drop off at FBC (320 South Central Ave. Locust, NC 28097)**
- **Scan and email to [tommy.ross@firstbaptistlocust.com](mailto:tommy.ross@firstbaptistlocust.com)**