



2020 City of Locust Events Vendor Packet and Application

Event Information

This packet/application lays out the guidelines for all City of Locust Parks and Recreation events. Those events include: Locust Family Movie Nights (“LFMN”), Hands on Locust, Locust City Cinema Party (“LCCP”), Experience Locust/End of Summer Celebration.

Locust Family Movie Nights are held in the Spring and Fall, typically in the months of April, May, August, and September. Movies begin at Sunset with pre-show activities approximately one hour before (depending on sponsorships). Event start time ranges between 6:00 and 7:00PM.

2020 Dates: April 25th, May 9th, August 15th, October 3rd

Hands on Locust is a family fun hands-on learning event that allows kids of all ages to come and experience many different services and service vehicles. These include, but are not limited to: emergency response vehicles, tractors, trucks, construction equipment, farming equipment, etc.

2020 Date: May 9th, 10:00am-Noon

Locust City Cinema Party offers a “date-night” outing for individuals, couples, and groups to get together and enjoy an evening with good food, beer and wine, and entertainment. Movie choices range from new to old and cover many different categories. Movies begin at sunset with possible pre-show entertainment. Event start time ranges between 6:00 and 7:00PM.

2020 Dates: June 6th and October 10th

Experience Locust is in conjunction with the End of Summer Celebration in September, to show-off a taste of what Locust has to offer. We invite local food, craft, and service vendors to set-up for two nights of music and fun.

2020 Date: September 18th and 19th

End of Summer Celebration is a weekend of band performances and festival atmosphere. We will be drawing in people from Albemarle and Charlotte as well as other local communities. Bands will perform from the “front porch” of Locust City Hall on Friday night and the “back porch” of Locust City Hall on Saturday night, amongst the nostalgic buildings of Town Center. Bands perform each evening.

2020 Dates: September 18th and 19th

Location

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 to many restaurants and businesses, including our City Hall and site of the End of Summer Celebration.



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

Vendor Application Process

Attached to this information packet is a Vendor Application. Please complete the application and return it to the listed P.O. Box (below). **Once the application has been received we will notify you/your organization to confirm the dates which we think would best benefit you and our events, out of the dates you mark available.** Please return your packet as soon as possible. You must be able to commit to attending the events that you check off as we are planning for the year. We will still accept vendors throughout the year, however we cannot guarantee availability or 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 two hours before the event's start time on the day of the event, if an earlier set up time is necessary, please discuss with Peyton Creswell. When you arrive, Emily Jones or MacKenzie McCarthy will show you your assigned area to set up in. You must be ready for opening 15 minutes prior to event start time. Vendors are allowed to begin selling product as soon as our first guests arrive.

*****Fees:** Fees must be paid to Emily Jones or MacKenzie McCarthy **BEFORE** leaving any event that requires a fee to participate. No one, besides non-profit and church organizations, are exempt from event fees. ***

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. *You MAY NOT clean up your areas until the event you are vending 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.

Tents/Trailers: Vendors may set up with a trailer and/or pop up tent with table. Vehicles must be unloaded, and trailers unhitched, and vehicles moved into the parking lot or designated parking area **30 minutes before the event start time** (i.e. out of the yard by 5:30pm for a 6:00pm concert, etc.).

Sales Tax: All vendors are required to pay their own sales tax from any sales made at any City of Locust event.



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Vendor Policies and Procedures continued

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 acceptable only within your designated booth area. 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. **There may be times where we ask you to park in a specific area, if available. **

Weather: Our outside events are dependent on weather conditions 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 event 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 any City of Locust event. 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 event.

Any guidelines/rules set up in this application may be changed by the Program Coordinator.

Please keep the above information and a copy of the application for your records.

ONLY return the application materials (pages 4-6)



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Vendor Information

Name of Business:

Main Contact:

Phone Number:

Email Address:

Vendor Type & Booth Requirements (Check one & fill in the blanks):

Food Vendor:

Booth Type (circle one): Tent & Table or Trailer

Booth Size (in feet): _____

Vendor Fee: *5% of sales paid at the end of the event*

Craft and Material Vendors:

Booth Type (circle one): Tent & Table or Trailer

Booth Size (in feet): _____

Vendor Fee: *No fee for craft/material vendors at Experience Locust.*

***Vendor opportunities available at other events through sponsorships*

Non-Profit or Church Groups: No Fee

Booth Type (circle one): Tent & Table or Trailer

Booth Size (in feet): _____

****Fee for individual events must be paid to either Emily Jones or MacKenzie McCarthy **BEFORE** leaving the event.****

Vendor Items

In the space below, please list items which will be displayed and/or sold in the vendor space(s). Please 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.**

Please list the names of individuals who will be working your booth. If it is a variety of employees, please make note.

Please provide a web link (website, Facebook page, etc.) where we can find details about your business/organization.



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By checking the dates below, you are committing to attend as a vendor for that event. Failure to appear at a scheduled event that you have checked below, without notice provided at least two weeks prior to the event is unacceptable and may result in the revocation of your future application dates.

End of Summer Celebration/Experience Locust

- September 18th
- September 19th

Supplemental Materials:

Please attach the following materials:

1. A photocopy of your booth set up and/or the products you offer.
2. A copy of your certificate of insurance.
3. Any other certifications that are required for the sale of merchandise and/or food
4. Email a high-resolution image of your logo, preferably a .png or .eps file to events@locustnc.com

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 or MacKenzie McCarthy, Subject; Event Vendor Application
- Scan and email to events@locustnc.com



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Once accepted as a City of Locust Event 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 Events. 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 any event. 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, tables, and chairs for my products.
- C. To comply with all representations of this application and with all of the conditions and deadlines set forth in the Vendor Packet and Application. 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 cooperating 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 City of Locust Events 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 risk 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 event date is available, you may be able to reschedule for another 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, entertainment, permits, etc.

I have read, understand, and will comply with all rules and regulations outlined in this Vendor Packet and Application.

Applicant’s Name: (Printed)

Applicant’s Signature:

Date:

Phone Number:

Approved by City of Locust: _____