

Locust Fall Festival

Locust Fall Festival Vendor Packet

Event Information

The Fall Festival is an annual event scheduled each year on October 31st 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.

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

Deadline for Vendors is the October 23rd.

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

- **Complete page 3 and 4 of this packet (the 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**

Vendor Policies and Procedures

Set Up/Vending time: We encourage you to set up as early as possible on the day of the event (between 2:30 and 5:30 PM, 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 end of the parking lot, Park staff will be at the gate and will direct you to drive through the “authorized vehicles only” gate.
- Committee members will direct the vehicles into a *temporary* parking space between the baseball fields.
- You must quickly unload and move your vehicle immediately to the vendor parking location.
- No vehicles will be allowed to move on the pathway between 5:30 PM and 8:15 PM.

You must be ready for opening by 5:45pm. 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 onto the pathways until all guests are clear of the pathways.

Space available: Please note on application if you will need multiple spaces to accommodate your set up. Booths are placed on the perimeter of the baseball field. 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: Vendors are encouraged to set up a table with a game or activity. Tents are encouraged to help define your space. Vendors must provide all necessary items for their booths including tents, tables, etc.

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 will be 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.

COVID-19 Policy: We will continue to follow guidance from local and state health departments. The policies regarding fall-related events may change. We will notify participating vendors or any changes, event modifications, or requirements.

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: Please note if set up will include cars, tables only, etc. and how many of each 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.

Vendors must provide only prepacked goods such as individually wrapped candy or prepackaged goody bags. These items must be set out/displayed in a manner that allows guests to grab/touch only one item (not in a bowl that a child may have to dig through).

Games or activities are encouraged but should have equipment or items will not be touched by more than one person or sanitized between each use.

- Example: Ring toss is not encouraged because multiple kids would share the same rings, unless rings can be rinsed in a sanitizing solution between each use.
- Approved Example: A Photo Op with haybales or silly monsters where kids are able to stand behind without touching.
- Approved Example: Toss candy through the hoop. Where kids can use their individually wrapped and placed candy to toss through a hoop and then pick up and place in their bag.

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

Name of persons/lead volunteer in your space: _____

Website or Facebook page name: _____

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FALL FEST VENDOR APPLICATION(cont.)

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

- A. To supply my own tent(s) along with all necessary equipment and tables and chairs for my booth.
- B. 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.
- C. To not operate or move my vehicles within the park during the event hours, from 5:30 PM to 8:15 PM, for the safety of all vendors and guests.
- 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.
- A. 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. 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 risk of disaster for everyone. Each participant and vendor must accept the risk of his or her sponsorship fee.
- C. The risks of injury and illness (ex: communicable diseases such as MRSA, influenza, and COVID-19) from the activities involved in this program are significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
- D. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
- E. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
- F. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Locust Parks and Recreation, the Fall Fest Committee, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event (“RELEASEES”), WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

I have read, understand, and will comply with all rules and regulations outlined in this application. I have read, understand, and will comply with all rules and regulations outlined in the packet, provided by the event committee.

Applicant’s Name: (Printed)

Date:

Applicant’s Signature:

Phone Number: