



Event: Whalehead's Christmas Craft Village
Date: Friday & Saturday, November 23 & 24, 2018
Location: Historic Corolla Park
Event Time: 11 am – 4 pm

Vendor Setup Time: 8:00 am

VENDOR/EXHIBITOR AGREEMENT

RETURN TO: Currituck County Department of Travel and Tourism
Kemberly Sawyer, Promo & Events Coordinator
153 Courthouse Road, Suite 1922
Currituck, NC 27929
Phone: 252-453-9040, Ext. 230
Email: ksawyer@visitcurrituck.com

WAIVER AND ACCEPTANCE INFORMATION (Signature Required)

I/We (below named vendor/exhibitor) agrees to hold harmless Currituck County and its agents, representatives, and employees from and against claims, damages and losses and expenses including reasonable attorneys' fees in any case where it shall be necessary to file an action: (1) arising out of the performance of the work herein which is one for bodily injury, illness or death or for property damages including loss of use; and (2) caused in whole or in part by the vendor/exhibitors negligent acts or failures to act or that his agents, employees, contractor(s), or subcontractor(s) or anyone employed by them for whose act the vendor/exhibitor may be liable.

I/We (below named vendor/exhibitor) have read and agree to the waiver information above and will abide by the rules and regulations for the 2018 Whalehead's Christmas Craft Village.

Signature: _____ Date: _____

Contact Person: _____

Physical Address: _____

City/State/Zip: _____

Mailing Address: _____

City/State/Zip: _____

Phone (Office): _____ Cell: _____

FAX: _____

Email: _____



I acknowledge that by signing this Vendor/Exhibitor Agreement, I will adhere to the following vending details and regulations:

Craft Market Vendor/Exhibitor Rules & Regulations

1. Whalehead’s Christmas Craft Village hours are Friday & Saturday, November 23 & 24, 2018, from 11 am to 4 pm. If a vendor/exhibitor wishes to tear down early, please notify a member of the Whalehead staff before doing so in order for possible arrangement to be made. **No vehicles will be allowed on show site during show hours. All vehicles off show site by 10:30 am. NO EXCEPTIONS!**
2. Whalehead’s Christmas Craft Village vendor/exhibitor will be allowed to drive their vehicles up to their booths during scheduled set-up time and scheduled tear-down time **ONLY**. At all other times, vehicles must remain in the designated vendor/exhibitor parking area. This is to ensure the safety of customers and spectators, as there will be excessive foot traffic.
3. Whalehead’s Christmas Craft Village set-up time will be Friday, November 23, beginning at 8:00 am (**no earlier**). There will also be set up times on Saturday, November 24, beginning at 8:00 am. Site assignments will be given upon arrival at your set-up time.
4. Booth size is 12’ x 12’. Tents and canopies are allowed and will need to be staked in the ground. All sites are located outside, area off of the North Lawn.
5. Vendor/Exhibitor must provide their tables and chairs. Electricity will be available to limited spaces. Vendor/Exhibitor (in limited space) must provide U.L. approved (outdoor) electrical cords as needed. Electrical cords must be securely anchored to meet all safety regulations.
6. Sirens, bells, amplifiers, flashing lights or any equipment causing annoyance is forbidden, unless agreed to by the County Manager.
7. Whalehead staff will be available throughout the day on Friday and Saturday. Local law enforcement is periodically on the property. However, displays left out overnight are done so at the vendor/exhibitors risk.
8. Trash receptacles are located throughout the park for vendor/exhibitors and our visitors’ convenience. However, any bulk trash is to be placed in the dumpster located at the public boat ramp area.
9. No booth fee or commission on sales will be charged.

****Please note: Failure to comply with these rules and regulations may result in the termination of Craft Village participation.***

Authorized Signature for Vendor/Exhibitor

Authorized Signature for Currituck County

Date

Date



Whalehead's Christmas Craft Village 2018 Application
Show Date: November 23 & 24, 2018
Show Time: 11 am – 4 pm

Please type or print clearly.

Business Name: _____

Contact Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Description of items at show (check all that apply):

Candles Clothing Leather Wood Glass Toys/Dolls Outdoor Living

Furniture Metal Jewelry Art Floral/Silk Soaps/Scents Ceramics/Pottery

Other:

****Whalehead's Christmas Craft Village/Currituck County reserves the right to deny goods, if not deemed appropriate to the show (for example, t-shirts with questionable slogans, weapons, drug paraphernalia, or alcohol abuse related items).***

Email Completed Forms to: Kemberly Sawyer at ksawyer@visitcurrituck.com

DEADLINE TO RECEIVE APPLICATIONS

November 19, 2018 @ 5:00 p.m.