



Sunset Beach Paddle Fest Vendor Application September 24, 2016

The Sunset Beach Business & Merchants Association is pleased to sponsor the 2nd annual Sunset Beach Paddle Fest on September 24, 2016 from 9:00 a.m. to 5:00 p.m. at the Sunset Beach Park. This festival will be a family-oriented event with vendors' booths, kayak and paddleboard races, food, craft beer and activities and events for children.

Vendor Information

No cars or vehicles are allowed on the park grounds beyond the parking lot. Carts will be available for use by vendors. Booths will be set up on grass and dirt ground so please plan accordingly and bring necessary materials to weigh your tent down. Booth setups must be complete and ready for viewing on Saturday morning at 9:00 a.m. The Sunset Beach Business & Merchants Association is not responsible for lost or damaged items.

ELIGIBILITY: You will be selected by the SBBMA Paddle Fest committee, which reserves the right to deny any application for any reason.

ENTRY FEES: September 10th is the deadline for applications. Applications must be received and signed with fee. Applications will be accepted on a first come, first served basis and will not be processed without payment. The returned check fee is \$35. Once you have submitted payment, there will be no refunds (no exceptions).

BOOTH FEES:

\$75.00 for a non-SBBMA member who is selling items

\$50 for an SBBMA member who will be selling items

SBBMA member non-profit organizations may provide volunteers (at least 10) for the event in lieu of a booth fee.

Exhibitors will handle their own sales and be responsible for collecting and turning in NC state and county sales tax where applicable. Exhibitors are responsible for reading a sales tax notice from the N.C. Department of Revenue and abiding by their rules. All items being sold or displayed **MUST** be contained in the booth space purchased. No items, solicitation, or setup shall take place outside of the purchased booth space. All vendors must provide a tax ID number.

REQUIREMENTS: The exhibitor will be responsible for tent, tables, chairs, props, etc. and for keeping their booth manned during show hours. Be sure your booth is attractive from all sides and will not distract from your neighbor's display. Exhibitors are responsible for cleaning up their assigned area and disposing of any trash prior to departure. Vendors must comply with all laws, ordinances, and regulations of the United States, State of North Carolina, Brunswick County, and Town of Sunset Beach.



Sunset Beach Business and Merchants Association, LLC.
PO Box 7747, Ocean Isle Beach, NC 28469 • Tel: 888.573.2235

WEATHER: The event will not be canceled because of rain. Since this is an outdoor event, you must be prepared for weather changes. The cost of the event will prohibit us from making refunds. Closings due to weather will be decided by the SBBMA Paddle Fest Committee or Brunswick County Emergency Management.

ATMOSPHERE: This is a family-oriented show for spectators of all ages. Exhibits must be in accordance with this atmosphere. Festival officials will patrol the event at intervals to ensure that all exhibitors are in compliance with the rules.

APPROVAL: Your approval letter will be E-MAILED to you (please make sure that you give a valid e-mail address on your application). Please check your e-mails often, as this is the main form of communication between the Sunset Beach Business & Merchants Association and vendors. The committee strongly suggests that you get your application in early so that you will have plenty of time to prepare for the festival. Your space number will be given at Vendor Check-in on Saturday, September 24th. Vendor booth assignments will not be given out before this time. Vendors may check in at the park entrance between 7:30 and 8:30 a.m. Please note that we do not accept vendors' requests for certain space numbers. Many vendors request the same spaces and we would like to make it as fair as possible.

FESTIVAL RULES

1. Show hours for all vendors: Saturday 9:00 AM to 5:00 PM. It is permissible to leave your display in the hands of an associate if you are unable to be present at all times.

2. **No vehicles will be allowed beyond the parking lot at the park for set-up or breakdown.** This is a Sunset Beach town regulation.

3. Vendors are not provided a guarantee against the possibility of duplication or similarity of products.

4. Exhibitors are prohibited from setting up displays and or soliciting their product outside of the purchased booth space. No products may be set outside of the designated booth space.

5. No smoking will be allowed in vendor tents.

6. No personal pets will be allowed in vendor tents during market hours.

**Rules are subject to change. If any rules are changed, all vendors will be notified at least one week prior to the festival.



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VENDOR APPLICATION 2016 SUNSET BEACH PADDLE FEST

Please Print Clearly

Name: _____

Business Name: _____

Street Address: _____

Mailing Address (if different): _____

City: _____ State: _____ ZIP: _____

Phone: (____) _____

Email Address (REQUIRED) _____

**Tax ID _____

ALL SPACES ARE 10' x 10.' ALL EQUIPMENT (TENTS, TABLES, DISPLAYS, ETC) MUST REMAIN WITHIN THE SPACE BOUNDARIES.

Number of Spaces Desired: _____ x \$ _____ = Total.....\$ _____

DESCRIPTION OF SERVICE/ITEMS BEING SOLD

Please type or print clearly and be as descriptive as possible.

Space is limited! Applications approved on a first-come, first served basis. Please return completed application with entry fee. Approval letters will be emailed.

Make Checks Payable to:

Sunset Beach Business & Merchants Association

PO Box 7747

Ocean Isle Beach, NC 28469



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ACKNOWLEDGEMENT OF FESTIVAL RULES

The undersigned acknowledges that he/she has read and understands the rules and agrees to abide by them. The undersigned also understands that by failing to abide by the rules, he/she may be asked to leave the festival and that no refund will be made.

Applicant's Signature: _____

Date: _____

VENDOR GENERAL RELEASE

With the applicant's signature, hereby and forever discharges the Sunset Beach Business and Merchants Association and the Town of Sunset Beach of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, from losses or damage to the signer's property while in possession, supervision or auspices of the Sunset Beach Business & Merchants Association/ Paddle Fest Committee.

Applicant's Signature: _____

Date: _____

Please keep this information above for your records and return the form on the last page with your payment.