



Community & Uniformed Service

Appreciation Day

September 11, 2010

Location: 407 Lisbon Street

Clinton, North Carolina

Event Time: 5:00 pm – 10:00 pm

More Info: 910-364-9402 / 910-644-0103

VENDOR RESPONSIBILITY

RENTAL SPACE REGULATIONS: Spaces are 10 X 10 and all vendor equipment, displays, tents, tables, and supplies must be contained within these dimensions. The Event Coordinator will be on-site during set up to insure vendor is set up as assigned and in compliance with all requirements and regulations.

FEES & REFUNDS: Fees must be paid in full at the time of application submission. All fees are non-refundable. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by Progressive of NC due to unforeseen circumstances. All refunds will be mailed to the individual, business, or organization's address shown on the application within three weeks.

PERMITS: It is also the responsibility of each food vendor to comply with the Sampson County Health Department guidelines (910-592-4675). All licenses and permits (if applicable) must be displayed at event.

INSURANCE REQUIREMENTS: Progressive of NC and Through the Fire Media is **not** responsible for providing any liability insurance or any workman's compensation insurance for the personnel of the independent contractors operating booth and is further exempt from any liability for any losses, accidents, injuries, or deaths to any personnel who are in the operation of any booth at the festival. Vendors assume all responsibilities for any loss, damage, claim or other injury to the vendor, his or her employees, agents or representatives, or to any property or goods of the same, whether caused by fire, theft, act of God, accident, or any cause whatsoever, for the period the vendor or his or her property or goods occupy the site, and shall indemnify and hold harmless

Progressive of NC will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, supplies, performers, or others participating in the festival.

SET UP/BREAKDOWN/DISPLAYTIME & PARKING:

1. Setup- All vendors are to arrive, unload and set-up between 3:30 pm and 4:15 pm in their designated space on Saturday, September 11, 2010.
2. Breakdown- Breakdown of booth display may begin at the vending space at 10:00 PM. Vehicle access to vending space will be allowed when directed Event Staff at the conclusion of the event and clearing the area.
3. Vendors are asked to stay for the entire hours for the event.
4. All spaces should be picked up and left clean.

Vendor will not distribute literature or provide any advertisement for any organization unless the literature or advertisement is approved by the Event staff.

Vendor acknowledges that constant surveillance of all areas is impossible and vendor must make provisions for the safeguarding of his or her property from the time it is placed in the vending space until it is removed from the site by the vendor. The vendor may leave items and property on-site at the vendor's own risk. The Event Staff recommends the removal of inventory and valuable items when the event is not in operation.

Vendors will comply with all laws, ordinances, orders, decrees, rules, and regulations of any lawful authority, agency or government unit which apply to the use of their vending unity during the Event, and agrees to indemnify and hold harmless Progressive of NC and/or Through the Fire Media, its officers, directors, representatives, employees, agents, volunteers, and sponsors for any penalties, fines, cost, expenses, or damages nor assume any responsibility for personal injury or for theft, loss or damage to any goods or property of any vendor.