

## Come Home to a Franklin County Christmas



Friday December 1, 2023  
Downtown Rocky Mount  
5:30 pm – 9:00 pm

### **Vendor Application**

Business/Organization: \_\_\_\_\_  
 Contact Name : \_\_\_\_\_  
 Address: Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: Mobile \_\_\_\_\_ Home \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Items to be Sold: \_\_\_\_\_

**Application Deadline is November 18, 2023**  
**There is No Rain Date and No Refunds**

Vendor understands and accepts all terms of *VENDOR CONTRACTUAL AGREEMENT* on attached page. Further, Vendor releases Community Partnership from all liability related to loss, damage or injury to persons or property in any manner arising out of performance of this agreement, whether resulting from negligence or not.

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Community Partnership Representative \_\_\_\_\_ Date \_\_\_\_\_

Please make check payable to Community Partnership  
 Mail completed application and check to:  
 Community Partnership  
 P.O. Box 184  
 Rocky Mount, VA 24151

For further information please contact Donna Wray at (540) 420-8391  
 Email: [historicrockymount@gmail.com](mailto:historicrockymount@gmail.com) Website: [historicrockymount.com](http://historicrockymount.com)  
 Find us on Facebook under Community Partnership

### **Vendor Fees:**

Food Vendor - \$40                      Commercial - \$50  
 Craft/Retail - \$30                    Community Affairs - \$0

Space #	Category	Fee	Date Paid

For Community Partnership Use Only

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Franklin Street closed from Floyd Avenue to Angle Bridge

Website: [www.historicrockymount.com](http://www.historicrockymount.com) Facebook: Community Partnership

### **Vendor Contractual Agreement**

Vendor Agrees:

- Fee is non-refundable and must be paid before vendor can participate in the event. A vendor is not considered registered until the fee is paid and the completed application form is received by Community Partnership.
- To set up in the space identified by Community Partnership and break down all vendor equipment on the same day as the event. At the close of the event, entire space is to be cleared and all trash removed by vendor. Franklin Street will re-open at 10:00 pm. Vendor will be notified the week of the event of space location. A 12' X 12' space will be provided unless otherwise discussed. Vendor must provide own table/tent/chairs.
- **Franklin Street will close at 4:00 P.M. Entry to the event will be to drive down Claiborne Street to access Franklin Street and proceed to assigned space to unload. If not in assigned space by 5 P.M., vendor will be denied admission.** Once unloaded, vehicle must proceed to designated parking lot and display vendor pass. Defacement, exchange or alteration of vendor pass is prohibited.
- Food vendors are to have proper health permits and licenses for serving of food. To obtain permits or request information, please contact the Franklin County Health Department-Simon LeRay at (540) 484-0292 Ext 205 (located at 365 Pell Avenue). The Health Department will not accept applications after November 18, 2023.
- To bring necessary power and light source-neither is provided by Community Partnership. Generators must be approved prior to event. **NO ELECTRICITY PROVIDED!!**
- Vendor understands event will be held unless **EXTREME WEATHER** forces cancellation. Community Partnership will make the decision the morning of the Event. The announcement, if warranted, will be made by radio (B99) and social media. Vendor will be responsible to check on event status via the above sources.

There is **No Rain Date** and **No Refunds!**

For Additional Information, please contact Donna Wray at (540) 420-8391  
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*Please check the Website or Facebook prior to event to make sure no changes in entry to event.*