



VENDOR APPLICATION

**"Come Home to a Franklin County Christmas"
December 1, 2017**

Contact: _____

Business/Organization: _____

Address: _____

City _____ State _____ Zip Code _____

Email Address: _____

Phone Number: Mobile _____ Home _____

Items to be Sold: _____

Vendor Application Deadline is November 22, 2017

There is NO RAIN DATE and NO REFUNDS

Vendor understands and accepts **ALL TERMS OF VENDOR CONTRACTUAL AGREEMENT** on attached Page 2 of 2. 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 CPR Representative: _____ Date: _____

Please make check payable to Community Partnership. Mail completed application & check to:

**Community Partnership
P.O. Box 184
Rocky Mount, VA 24151
540-420-8391**

**For further information, please contact Donna Wray via Email:
director@historicrockymount.com**

CPR USE ONLY

Vendor Space #

Vendor Category

Vendor Fee: \$

Date Paid:

Vendor Fees

Food Vendor: \$50.00

Craft/Retail: \$40.00

Commercial: \$60.00

Community Affairs: \$0

"Come Home to a Franklin County Christmas"

Downtown Rocky Mount December 1, 2017 5:30-9:00 PM

Franklin Street closed from Floyd Avenue to Angle Bridge

Website: historicrockymount.com Facebook: [historicrockymountvirginia](https://www.facebook.com/historicrockymountvirginia)

VENDOR CONTRACTUAL AGREEMENT

Vendor Agrees:

- Fee is non-refundable and must be paid before a 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 the Community Partnership.
- To set up in the space identified by Community Partnership and break down all vendor equipment on same day as the event. At the close of the event, entire space is to be cleaned and all trash removed by vendor. Franklin Street will re-open at 10:00 PM. Vendor will be notified week of event of space location. A 12'x12' space will be provided unless otherwise discussed. Vendor must provide own table/tent/chairs.
- **Franklin Street will close at 4:30 PM. Drive down Claiborne Avenue to access Franklin Street and proceed to assigned space to unload. If not in assigned space by 5:15 PM, 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/request information, please contact the Franklin County Health Dept, Jessica Phillips (540) 484-0292/Ext 206 (located at 365 Pell Avenue). The Health Department will not accept applications after November 22, 2017.
- To bring necessary power and light source--neither is provided by Community Partnership. **NO ELECTRICITY PROVIDED !!!**
- Vendor understands event will be held unless **EXTREME WEATHER** forces cancellation. Community Partnership will make the decision no later than noon on the scheduled event day. The announcement, if warranted, will be made by radio (B99) and social media. Vendor is responsible for checking on event status via the above sources. There is **NO RAIN DATE and NO REFUNDS!**

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