

## **Earth and Surf Fest Vendor Application**

### **REGULATIONS**

1. Each booth space is 10x10. Any vendor may purchase more than one space at an additional cost. Each vendor must keep within the 10x10 assigned space unless additional space has been purchased prior to application deadline (April 15).
2. All vendors will be required to supply their own tents (weights and stakes), tables, chairs and power supply (No fuel-powered generators are permitted).
3. Booths must be neat in appearance and not distract from neighboring displays.
4. Vendors are required to handle their own NC sales tax and have documentation available if requested.
5. Booths must be set up prior to 10am on the day of the festival, must be manned at-all-times, and exhibit their work from 10am - 4pm. Vendors may not remove their work until 4pm.
6. There will be a \$25 service charge on all returned checks and/or credit card transactions.
7. No refunds will be given once application is accepted. Rejected applications will receive a full refund.

### **ART AND CRAFTS REQUIREMENTS**

1. All artwork must be original art and/or handmade by the artist. Crafters must submit a full description of items to be sold along with two color photos. Photos may be emailed to [Lisa\\_Rider@Onslowcountync.gov](mailto:Lisa_Rider@Onslowcountync.gov).
2. We encourage eco-friendly materials and require vendors to be waste-free. No plastic bags or styrofoam will be allowed at the festival.
3. Commercial, manufactured, kit, or imported merchandise is prohibited. Vendors failing to meet these criteria may be requested to remove those items from the festival area. Booth fees will not be refunded if in violation of terms.
4. A limited number of the same type of vendors will be accepted. Vendors will be accepted on-the-basis of their product description and photographs submitted. Applications accepted on a first-come-first serve basis.
5. All vendors must be approved by the Earth and Surf Fest Vendor Committee.

### **COMMERCIAL MERCHANDISE/HOME BASED BUSINESSES REQUIREMENTS**

1. Vendors may sell or display commercial information, manufactured products and crafts (T-shirts, sweatshirts, clothing, etc.)
2. We encourage eco-friendly materials and require vendors to be waste-free. No plastic bags or styrofoam will be allowed at the festival.
3. A limited number of the same type of vendors will be accepted.
4. A limited number of any similar-company vendors will be accepted. Applications accepted on a first-come-first serve basis.
5. The Earth and Surf Fest committee reserves the right to reject any commercial organization whose presentation, goals, or objectives may be offensive and not in the best interest of the community.
6. All vendors must be approved by the Earth and Surf Fest Vendor Committee.

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### **NON-PROFIT ORGANIZATION REQUIREMENTS**

1. Non-profit groups must display literature/projects that the group undertakes and supports.
2. Non-profits groups may sell approved eco-friendly items that are approved by the Earth and Surf Fest Vendor Committee.
3. The Earth and Surf Fest reserves the right to reject any non-profit organization whose presentation, goals, or objectives may be offensive and not in the best interest of the community.
4. To receive the non-profit rate, please submit a copy of 501(c)(3) status with your vendor application.

### **GENERAL INFORMATION**

1. Applications will be accepted on a first come first serve basis. Space assignments are selected randomly. Special requirements and locations will be considered, but exact locations may not be guaranteed.
2. Electrical outlets are extremely limited and will require an additional charge of \$50.00. Electrical outlets are assigned on a first come first serve basis, but cannot be guaranteed.
3. Any vendor failing to meet all the requirements and regulations may be asked to leave the festival area.
4. Onslow County Parks and Recreation, Onslow County, Onslow County Solid Waste Department, Keep Onslow Beautiful, the Earth and Surf Fest, and event sponsors will not be responsible for damage to personal property during this event.
5. Information regarding space assignment, parking, and set-up/break-down times will be emailed prior to the event. In the meantime, questions should be directed to:  
Lisa Rider  
Phone: 910-937-1442  
Email: [lisa\\_rider@onslowcountync.gov](mailto:lisa_rider@onslowcountync.gov)
6. Please keep this sheet for your records and make a copy of the application page for your records.
7. Application Checklist
  - Completed and signed application form
  - Correct booth fee
  - Electrical needs information
  - copy of 501(c)(3) status
  - Pictures

**Earth and Surf Fest  
Vendor Application**

**PLEASE PRINT OR TYPE**

**EVENT NAME:** \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
(Home) (Work) (Fax)

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Description of Your Merchandise**

Please check categories that best describe your merchandise, and provide brief description of your works.

Visual Art \_\_\_ Fabric Art \_\_\_ Wood Crafts \_\_\_ Pottery \_\_\_ Ceramics \_\_\_ Baskets \_\_\_ Photography \_\_\_  
Furniture \_\_\_ Eco-friendly Crafts \_\_\_ Jewelry \_\_\_ Sculpture \_\_\_ Garden \_\_\_ Plants \_\_\_ Veggies \_\_\_ Other \_\_\_

Detailed description of your work and/or booth display: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please include or email 2 color photos of your merchandise with this application for approval.  
If you would like photos returned, please enclose a self-addressed stamped envelope.**

**BOOTH FEES AND OTHER CHARGES**

*Please check the appropriate items that will best suit your needs.*

**Arts and Crafts**

\_\_\_ 10 x 10 Space \$50.00  
\_\_\_ Electrical outlets (limited) \$50.00  
\_\_\_ Each additional foot \$10.00 per foot

**TOTAL AMOUNT DUE:** \_\_\_\_\_

**Commercial Merchandise/Home Based Business**

\_\_\_ 10 x 10 Space \$60.00  
\_\_\_ Electrical outlets (limited) \$50.00  
\_\_\_ Each additional foot \$10.00 per foot

**TOTAL AMOUNT DUE:** \_\_\_\_\_

**Non-Profit Organizations**

\_\_\_ 10 x 10 Space FREE (upon approval)  
\_\_\_ Electrical outlet (limited) \$50.00  
\_\_\_ Each additional foot (specify how many) \$10.00 per foot

**TOTAL AMOUNT DUE:** \_\_\_\_\_

**If requesting electrical outlet, please describe items in your space that require electricity and include the total voltage and amps.** \_\_\_\_\_  
\_\_\_\_\_

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Vendor form deadline and fees are due on April 15<sup>th</sup> of the event scheduled year. Please include payment for total amount due including late fee if applicable. You may pay by check or credit card. Payment will be deposited upon receipt. **There will be a \$25 service charge on all returned checks and/or credit card transactions. No refunds will be issued, except for rejected applications.**

***Make checks payable to:***

***Keep Onslow Beautiful  
415 Meadowview Rd.  
Jacksonville, NC 28540***

***The undersigned has read and agrees to abide by all the requirements and regulations. The undersigned further agrees that all the information provided in the application is true. The undersigned also acknowledges that all artwork submitted is their original and that NO other artwork (applies to Art and Craft vendors) will be sold at the festival. Failure to abide by requirements and regulations will result in rejection from festival and exclusion from future events.***

***Onslow County Solid Waste Department and Keep Onslow Beautiful staff members, our sponsors, or volunteers are not responsible for personal injury, damage or loss of merchandise or personal property while participating in any events. Onslow County Solid Waste Department and Keep Onslow Beautiful retains the right to refuse a vendor or remove a vendor from the event.***

***Signature\_\_\_\_\_Date\_\_\_\_\_***