



MERCHANDISE VENDOR APPLICATION

Saturday, July 23, 2016
10 AM – 7 PM

NAME OF COMPANY:	
CONTACT PERSON:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DESCRIPTION OF PRODUCT(S):	

Merchandise Vendors: Please provide your own tent. You will also need to supply your own weights and tie downs for your tent. A table and two chairs are provided upon request. You must provide your own extension cords.

10 x 10 space	\$100	YES	NO
10 x 20 space	\$200	YES	NO
10 x 30 space	\$300	YES	NO
Electricity (100v)	\$50	YES	NO
Total:	\$		

Table: Yes ___ No ___
Chairs (2): Yes ___ No ___

***All completed applications must be submitted by 5:00 pm Monday, June 27, 2016**

General release: The Undersigned does hereby release, forever discharge, and hold the City of Raleigh, or any of their employees, associates, or sponsors of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or in equity from any loss or damage to property of the Undersigned while in possession or supervision of the festival, it's agents, representatives, or employees. The Undersigned consents to enforcement of all festival rules. The Undersigned gives permission for photos or depiction of his/her work accepted for Destination Dix to be used for festival promotion purposes. Festival management reserves the right to disqualify or expel any exhibitor failing to follow festival guidelines or causing any problems to fellow exhibitors, patrons, or management. Management reserves the right to make final interpretation of all rules.

Signature of Applicant: _____ Date: _____

***Please e-mail completed application no later than Monday, June 27, 2016 to:
Jennifer Martin (info@grma.org)**

Destination Dix Festival at Dorothea Dix Park

Date and Times

Destination Dix vendor portion will operate Saturday, July 23rd, 2016.

IMPORTANT DATES

DEADLINE APPLICATION: 5:00pm Monday, June 27, 2016
VENDOR ACCEPTANCE NOTIFICATION by: 5:00pm Friday, July 1, 2016
REGISTRATION FEE: 5:00pm Wednesday, July 6th, 2016

Purpose

Destination Dix is a celebration of the one-year anniversary of acquiring Dorothea Dix from the state. Attendance is estimated at 30,000.

Applications

Please fill out the attached application and e-mail by Monday, June 27, 2016 to Jennifer Martin (info@grma.org)

****You will be notified on or before Friday, July 1, of your acceptance.**

Vendor Fee & Tent Guidelines

Upon vendor application approval the registration fee will be due no later than **Wednesday July 6, 2016**. Please provide your own tent. You will also have to supply tie downs and weights for your tent. A table and two chairs are provided upon request – you must provide your own extension cords. Electricity is \$50/110v. The registration fees for Destination Dix are as follows:

VENDOR SPACE PRICING: 10x10 space = \$100
10x20 space = \$200
10x30 space = \$300

Payment

Checks should be made out to: **The Raleigh Convention Center.**

Checks should be sent to:

**500 South Salisbury Street
Raleigh, NC 27601
Attention to: Rachel Rice**

Set-Up and Tear Down

SET-UP: Saturday, July 23 (7:30am-9:30 am)

TEAR DOWN: Breakdown is permitted no earlier than 11:00 pm on Saturday, July 23, 2016. **NO EXCEPTIONS.**

Inclement Weather

The exhibitor acknowledges that he/she assumes the risk that the festival maybe canceled due to inclement weather or any other reason at the sole discretion of The Raleigh Convention Center. In the event of cancellation all fees are nonrefundable.

Rules and Regulations

- The approved vendor will occupy his/her booth at all times. No subletting or sharing of space is permitted.
- Each vendor is responsible for collecting NC State Sales Tax and filling the necessary paperwork with the NC Department of Revenue.
- An accepted application is a commitment to display your work/services during ALL scheduled hours of the festival. No refunds will be issued for cancellations.
- Vendors may only sell what they have listed on their initial application. Festival staff has the right to deny sales of such items.
- Vendors will receive a 10x10 spot with access to a table and 2 chairs if requested. Tents are not provided. Exhibitors will not take up additional space without express consent from event management. **ALL WORK DISPLAY AND STORAGE WILL NOT GO BEYOND THE ASSIGNED SPACE.** Your booth should not interfere with the neighbor's booth.
- Vendors should use their own means of display, which must be sufficiently sturdy to withstand weather and crowds. Staking into pavement will not be tolerated. Please bring your own weights or items to hold the tent and/or display down. Vendors are not allowed to tie down to any city property (i.e. trees, benches, road signs, etc). Each exhibitor is responsible for his/her own display in case of loss or damage.
- Exhibitors should be timely in arrival and expedite setup in a swift fashion. All vehicles must be removed from the festival site once all gear/merch has been unloaded. Tardy exhibitors may be excluded from setting up.
- Set-up and breakdown times will be strictly enforced. As the event approaches, we will assign you a specific load in time that you will be responsible for adhering to. You must arrive at the specified time. Breakdown will not begin until the end of show. Due to the large crowds expected it is imperative all vendors remain open for business. Vehicles will not be permitted into the show area until all visitors have left the area, usually one 30 minutes after the end of show. Event Management will have the final decision on this safety precaution.
- All materials are to be disposed of appropriately; either in on-site trash receptacles, or removed by each exhibitor to be disposed of off-site.
- **ALL RULES WILL BE STRICTLY ENFORCED.** Failure to comply with the rules as outlined above, expressed by Event Management/Event Staff or unruly behavior (including intoxication, verbal abuse etc.) by the exhibitor or any assistants may be grounds for immediate expulsion from the event and will eliminate exhibitor from any future events.
- **We will send you parking passes and an event map with your vendor location as we grow closer to the event.**