



**Shiloh Airport Family Fun Day 2019**  
**Shiloh Airport**  
**2691 Settle Bridge Rd.**  
**Stoneville NC 27048**

**Phone (336) 342-8138 email: [ryount@co.rockingham.nc.us](mailto:ryount@co.rockingham.nc.us)**

**2019 Vendor Information & Application**  
*Event Date – Saturday, September 7, 2019*

Dear Vendor:

You are invited to apply for booth at the **Shiloh Airport Family Fun Day 2019**. If you have any questions regarding the application please call us at 336-342-8138, email [ryount@co.rockingham.nc.us](mailto:ryount@co.rockingham.nc.us) or visit [www.visitrockinghamcountync.com](http://www.visitrockinghamcountync.com).

The date of the one day event is **Saturday, September 7, 2019 9am - 5pm**. There will be continuous entertainment throughout the entire day and extensive promotion assures coverage in all media.

There is a \$50.00 Vendor Fee for this event.

We anticipate an enjoyable, exciting and successful event, and encourage you to apply for space to sell your food items at the Shiloh Airport Family Fun Day 2019. If you have any questions regarding the application form or application procedures, please call us at 336-342-8138 or [ryount@co.rockingham.nc.us](mailto:ryount@co.rockingham.nc.us).

Sincerely,

Robin Yount, Tourism Manager  
Rockingham County Center  
Economic Development, Small Business & Tourism

## **Vendor Policies & Procedures Shiloh Airport Family Fun Day 2019**

### **Hold Harmless Agreement**

Vendor shall be solely responsible for any and all injuries to persons or damages to property or any other injury, claim, damage or loss of whatever nature, arising from or related to the event. Vendor shall indemnify, save and hold harmless the Shiloh Airport Authority and its Board Members, Rockingham County, NC and the Citizens for Economic Development and its Board Members, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including reasonable attorney's fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the event performed by vendor including, but not limited to, any negligence, act or omission of vendor or weather related issues.

### **General Rules**

- A. You must provide your NC State registration number on your application and your permit must be posted in your booth during the event.
- B. Food booth applicants must submit a proposed menu with pricing at the time the application is submitted. Menu changes without **written authorization** could result in booth closure.
- C. Limited water is available at no charge but must be listed on your booth request form. You must provide an approved water hose.
- D. The event will be in contact with the Rockingham County Health Department regarding all food vendors. It is the responsibility of the food vendor to meet the requirements and submit their application to the Health Department on or before **July 1, 2019**.
- E. Please print or type all forms neatly. **Application and Policies & Procedures must be signed.**
- F. The event does not guarantee Food vendor sales.
- G. Vendor agrees not to take down booth before **5:00 pm** September 7, 2019.
- H. Once your application has been accepted and processed, no refunds or credits will be issued. Event is held Rain or Shine.
- I. Vendors are required to find a garbage can at the end of the event and dispose of booth garbage properly. Please make note in your application if you will need to dispose of grease or oil products.

**Vendor Procedures for Accepted Applications  
Shiloh Airport Family Fun Day 2019**

1. If accepted, booth space will be assigned taking vendors needs into consideration. Please indicate any unusual needs you may have when completing the application. We will do our best to fulfill your request; however we cannot make any guarantees.
2. **Set-up Saturday, September 7<sup>th</sup> between the hours of 6:00am – 8:30am.** If you need additional time for setup or setup the night before then please make prior arrangements. **Breakdown on Saturday, September 7<sup>th</sup> at 5:00pm ALL VENDORS MUST REMAIN OPEN UNTIL 5:00PM.**
3. Vendor agrees to accept responsibility for all materials and goods furnished by him/her, and used or displayed in the booth area. While the event will make reasonable efforts to provide security, the exhibitor accepts full responsibility for his/her personal property.

**I have read and understand the Vendor Policies & Procedures and am submitting a completed application package.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

NC Business Registration Number \_\_\_\_\_

Please keep a signed copy of these procedures for your records.

### Shiloh Airport Family Fun Day 2019 Vendor Application

***Please print or type neatly***

Mail completed application, one copy of signed Policies & Procedures and booth space check to:  
Rockingham County Center for Economic Development, Small Business & Tourism  
Attn: Shiloh Airport Family Fun Day  
425 NC 65; Reidsville, NC 27320

*Checks payable to: Citizens Economic Development, Inc.*

**Application packet must be completed in our office no later than 5:00 pm, July 1, 2019.**

*Illegible or incomplete applications will be returned.*

Vendor Name \_\_\_\_\_ Category \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

NC State Business Registration Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Please list other events you have done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Statement:** Please list services and prices offered. As we attempt to minimize similarity of presentation, only products listed here can be offered for sale at the Event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional information to back

Please list size of your tables, booth kiosks, carts, or trucks: \_\_\_\_\_

Special requests: (Please remember special requests will be considered, but not guaranteed. You **may not** request a specific booth location).

\_\_\_\_\_  
\_\_\_\_\_

Total Due (check payable to Citizens Economic Development) Check # \_\_\_\_\_ \$

Your Company will be listed on the event webpage, social media and marketing. Please remember that all applications must be completed and turned in along with full payment **no later than 5:00 pm, July 1, 2019.** **Any requests for electricity, water, or specific space requirements must also be made by this date.**

I understand that the Shiloh Airport Authority and its Board Members, Rockingham County, its employees, and the Citizens Economic Development and its Board Members, employees, agents and volunteers will not be responsible for any lost, stolen, or damaged materials and/or merchandise of mine.

**I have read and fully understand and agree to comply with the policies and procedures accompanying this application.**

I understand that violation of the rules and procedures will result in my removal from the Festival:

\_\_\_\_\_

Signature Date

If your application is accepted, you will receive additional information regarding location, parking, set-up, etc., by email or phone on or before August 23, 2019.