

ROCK BLOCK

Saturday September 18, 2010 • 11 a.m. – 11 p.m. • 4th Street Downtown Winston-Salem

Non-Profit Row Application Form

Significantly Reduced Booth Fee: \$50

Business Name _____

Contact Name _____

Address _____

City, State, Zip _____

Phone (Day and Evening) _____

E-mail Address _____ Fax _____

***Must attach a copy of the IRS Determination Letter indicating your 501(c) (3) status in order to be accepted.**

List items to be sold (name / price / description - use separate sheet if necessary) - Please provide a picture of items. **Be prepared to show proof of authenticity of licensed products.**

***You must provide your own table and chairs.**

Are you bringing a tent? Yes No

Do you need access to electricity?
Voltage? _____ Yes No

All completed applications, must be received by 5 p.m. on September 3.

HAND DELIVERY

City of Winston-Salem
Marketing and Communications
101 N. Main Street (City Hall)
Winston-Salem, NC 27101
336-747-7360

MAILING

City of Winston-Salem
Marketing and Communications
P.O. Box 2511
Winston-Salem, NC 27102
Attn: Rock the Block

I hereby acknowledge that if accepted to participate, I will comply with all rules, regulations and general information of Rock the Block, that Rock the Block reserves the right to immediately evict from the event, without refund, any vendor for inappropriately displaying, broadcasting or selling anything deemed to be disrupting or harmful to the event and that I am responsible to provide my own employees to assist me in running my vendor operations. I agree to release the City of Winston-Salem, The Downtown Winston-Salem Partnership and any festival representative from any and all liability regarding any theft, damage, loss or claim that results, directly or indirectly, from my participation as a vendor at this event. Further, I agree to indemnify and hold harmless the City of Winston-Salem, The Downtown Winston-Salem Partnership and any festival representative for any damage, claim or loss, including but not limited to reasonable attorney's fees, resulting, directly or indirectly, from my negligent or intentional acts or omissions.

Signature _____

Vendor Rules and Regulations/General Information

Important Dates:

Sept. 3: Applications due.

Sept. 10: \$50 Vendor fee due to the city of Winston-Salem.

Sept. 13: Cancellation requests due in writing for a \$25 refund.

There will be no refunds for cancellations after this date.

Please include the following items when submitting your application package.

Incomplete applications will not be considered.

- A signed application form.
- Photographs of items to be sold.
- A self-addressed stamped envelope with adequate postage to return photo, if desired.

Submit the application package and vendor fee to:

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Vendor Selection

An evaluation process will select festival vendors. **Your organization must have official IRS status as a 501(c)(3) in order to be considered.**

Approved Vendor

If you are approved as a vendor to Rock the Block, you will receive a 10'x10' vending space, electricity if needed.

Event Information:

1. Rock the Block will assign a specific space to each vendor. While requests can be made, no vendor will be guaranteed a specific location.
2. Each vendor will be allowed a 10'x10' space
3. The vendor may not sublet, assign, donate, or trade its assigned space.
4. Rock the Block will take place Sept. 18 from 11 a.m. – 11 p.m. and vendor booths must be manned throughout the event.
5. All vendors must check-in. Check-in procedures will be detailed at a later date. Check-in is MANDATORY.
6. All booths must be set-up and operational one hour prior to the start of the event (10:00 a.m.).
7. No vehicles will be allowed in the event area after 9:30 a.m. until at least one half hour after closing on the day of the event (11:30 p.m.).
8. Rock the Block is an outdoor street festival and will proceed rain or shine. Vendors are responsible for their own rain protection. There are no foul weather refunds.
9. Electricity will be provided, but vendors are responsible for their own electrical cords. Backup generators must be supplied by vendor.
10. All activities must be conducted in the assigned space ONLY.
11. Vendors will be responsible for the security of their booths.
12. The participating vendor shall comply with all laws, ordinances, rules and regulations of any lawful authority, agency or governmental unit, including without limitation, any applicable health, fire, and building codes. The vendor agrees to indemnify and hold harmless Rock the Block, the City of Winston-Salem, the Downtown Winston-Salem Partnership, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from participating exhibitors failure to comply with such laws.
13. Cancellation requests are due in writing by Sept.13 for a \$25 refund.

Please retain this page for your records.