



Harrisburg Christmas Tree Lighting 2022

Friday, December 2, 2022* 6pm-8:30pm (approx.) *Rain or shine*
Harrisburg Park —191 Sims Pkwy Harrisburg NC, 28075

CRAFT VENDOR APPLICATION

BUSINESS / BOOTH NAME _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAY TIME PHONE _____ CELL PHONE _____

EMAIL _____

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE A SPACE

Please describe the contents of your booth. If you are an approved vendor, items not listed below will not be eligible for display or sale. All items must be handmade.

Vendor Set up is from 2pm—5:30pm on Friday, December 2, 2022.

Applications are due to the Harrisburg Parks & Recreation Office by:

Monday, November 28, 2022

Vendor Spots are 10'x10'

Each Vendor Spot is \$25.00; Electricity is \$10.00

Amount Due:

Number of 10 x 10 spaces you are requesting (\$25.00): _____ \$ _____

Electricity 110v 20 amps (\$10.00) _____ \$ _____

Total Payment Enclosed \$ _____

Make Checks Payable to: Town of Harrisburg

Please Send Payment to: Harrisburg Parks & Recreation
PO Box 100
Harrisburg NC 28075

I agree to hold harmless The Town of Harrisburg, its employees, agents, volunteers, and sponsors from any and all claims, liabilities, costs, expenses and damages which may result from the operation of my booth or other related activities. This event is rain or shine. **There are no refunds for withdrawals or cancellations. This event will be held rain or shine. I understand that submission of an application does not guarantee me a space at this event.**

Signature _____

Date _____

Christmas Tree Lighting

Friday, December 2, 2022

6:00pm-8:30pm

Harrisburg Park

RULES AND REGULATIONS:

APPLICATION PROCESS:

- **Application deadline is Monday, November 28, 2022** Vendor Fees: \$25 per vendor space; Electricity is \$10 per vendor if requested
- Once you have been approved as a vendor, no refunds will be issued. No exceptions.
- Submission of this application does not guarantee a space. Applications will be reviewed on a first come, first serve basis.
- All art work should be original, handcrafted or handmade. Re-sell of items is not accepted.
- Items you plan to display or sell at the Christmas Tree Lighting should be listed on page one of this application.
- Requests to be in certain locations or next to other vendors are requests only and can not be guaranteed.
- **Harrisburg Parks and Recreation has the right to accept or reject any application.**
- **Please allow 2-4 weeks for application to be reviewed. If you are not accepted as a vendor for this event, your payment will not be processed.**

VENDOR SET UP AND SPACE ASSIGNMENTS:

- The Christmas Tree Lighting will be held at Harrisburg Park
- Vendor set up is from 2:00pm to 5:30pm on December 2, 2022. Please check in at vendor check in and you will be shown to your spot. If you need to arrive earlier than that, please notify us.
- Vendors must provide their own tents, tables and chairs. **Weights/Stakes should be used to secure your pop up tent to the ground. Some areas may not be level.** Do not drive stakes into the concrete or asphalt.
- If you need more than the allotted 10'x10' space for display, you must purchase another space.
- There will be no soliciting, signage or handing out of written materials by any organization, groups, or individuals outside of the space that has been leased.
- The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by the Harrisburg Parks & Recreation Department.
- Once a space has been assigned, you will not be permitted to move to a different location without permission from the Harrisburg Parks & Recreation Department.

CLEAN UP:

- You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans.
- Please do not break down until the event ends at 8:30pm. Doing so will forfeit your opportunity to participate in future events.

QUESTIONS:

- If you have any questions about the Christmas Tree Lighting, please contact Harrisburg Parks & Recreation at (704) 455-7275 or McKenzie Burleson at mburleson@harrisburgnc.org.