



LIGHT UP  
LOWELL  
FESTIVAL & CHRISTMAS PARADE

SATURDAY, DECEMBER 15, 2018

2:00 PM – 5:30 PM

Sponsored by the Lowell Merchants Association and the City of Lowell

Vendor Fee: \$15 per 10'x10' space

Booth Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Describe in detail the contents of your booth (be specific). If you are approved as a vendor, items not listed below will not be eligible for display in your booth.

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

Organization Type: Profit \_\_\_\_\_ or Non-profit \_\_\_\_\_ (if non-profit, please provide Tax ID # \_\_\_\_\_)

Number of 10'x10' spaces you are requesting \_\_\_\_\_ \$ \_\_\_\_\_

Total payment enclosed \_\_\_\_\_ \$ \_\_\_\_\_

\*Submission of application does not guarantee a space

\*Non-profit organizations will receive one 10'x10' space and their fee will be waived

**Please make checks payable to: City of Lowell**

**For PayPal payments:** please go to paypal.me/CityofLowell and add the business name under Add a Note

Mail application, photos, and fee to:  
City of Lowell  
Attn: Parks and Recreation Department  
101 W. First Street  
Lowell, NC 28098

<b>Office Use Only:</b>	
Date Received:	_____
Approved/Denied By:	_____
Date Notified:	_____
Cash: \$ _____	Check: \$ _____
PayPal: \$ _____	Check # _____

**Release and Indemnity Agreement**

I agree that I have read, understand and agree to follow all rules and regulations of the Light Up Lowell festival. The undersigned organization or individual request permission from the City of Lowell to participate in the Light Up Lowell to be held on December 15, 2018 in the City of Lowell, North Carolina. The undersigned, by and through its duly authorized officer, does hereby acknowledge that its participation in the above described event shall be at its own risk and said organization or individual assumes all responsibility for its activities in connection with said festival, including its agents, employees and other parties which may be involved directly or indirectly with the organization or individual's permission to participate in Light Up Lowell. The organization or individual, by and through its authorized officer, does hereby agree to indemnify and save harmless the City of Lowell, its employees, elected officials and other representatives, of and from claims, demands, litigation, or liability of any kind resulting from or in any way growing out of activities of the organization while participating in Light Up Lowell or the actions or activities of any agents, employees, or other representatives of the undersigned organization or individual.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Name of Organization or Individual

\_\_\_\_\_  
Signature

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## 1. APPLICATION PROCESS AND DEADLINE:

Food vendor applications will be accepted until November 23, or until spots are full. Permit requirements for the County Health Department must be completed for food vendors and must be included with vendor application. For more information on this form, please email [ccummings@lowellnc.com](mailto:ccummings@lowellnc.com)

Arts and craft vendor applications will be accepted until November 30, or until spots are full.

Once you have been accepted as a vendor, no refunds will be issued for any reason. **NO EXCEPTIONS.** Submission of this application does not guarantee a space. Applicants must submit (with their application) at least two (2) photos of your art or craft you plan to sell. Vendors are required to have cash and carry items at their booth. We reserve the right to remove any items that have not been screened, are of poor quality, or are inappropriate. No application will be accepted without the complete application, photos, and fee. If your application is not approved, your check will not be cashed and it will be returned. Vendors will be contacted with confirmation via e-mail. There are no guaranteed exclusives but we will try our best to not have duplicate vendors and/or items.

2. **RESTRICTED ITEMS:** The following items are banned from sale: Any type of animal or pet, snap-N-pops, cap guns or rockets, crazy foam or silly string, stink bombs, rockets, knives, guns and/or any other weapons (including replica weapons). Only authorized Food vendors are permitted to sell food and drinks. Unauthorized sale of food/drink items will result in automatically closing your booth for the remainder of the event.

3. **LOCATION:** The event is located on East First Street in Lowell, between the Police Department and the Fire Department.

4. **SPACE ASSIGNMENTS:** All approved vendors will be assigned a space. All vendors must provide their own tables and chairs. The Parks & Recreation Department has sole discretion on placement and moving of vendor booths/stands. You must confine your business to the specific area you rent. 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. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by the Parks & Recreation Department.

5. **SUBLEASING:** Subleasing or any other type of transfer of contracted space is **PROHIBITED**. Once a space has been assigned, you will not be permitted to move to a different location without written permission from the Parks & Recreation Department. There will be no prorated spaces.

6. **SET UP:** Vendors may begin their set up on December 15th starting at 12:00pm. If you arrive late, your space will not be available. Set up is not allowed after the event has started. Please unload your vehicle and immediately park your vehicle in the designated parking area; then return to your vendor space to complete your set up. Your space will be inspected for safety prior to the opening of the event.

7. **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.

8. **BREAK DOWN:** All vendors are expected to be on site during all hours of the event. Booth may not be dismantled until the festival closes at 5:30 p.m.

9. **NOTICE:** The City of Lowell reserves the right to accept or reject any application. We also reserve the right to remove any vendor that does not follow the rules and regulations as established for this event. No exclusives without written permission from the Parks & Recreation Department.

10. **COMMUNICATION:** The majority of communication in regards to vending at this event will be sent via electronic mail. Please be sure to call the office if you are not receiving email updates. Be sure to provide a legible email on the top portion of the application. Failure to comply with rules/regulations/updates sent via email will result in dismissal from the event. It is the vendor's responsibility to regularly check email for important updates.

11. **LIMITATIONS:** Alcoholic beverages and illegal substances are not allowed on the property. Any vendor or patron found under the influence or in possession of alcohol or illegal substances will be required to leave the premises immediately. They will not be allowed access on the property for the duration of the event and will be subject to arrest. No refunds will be given to anyone who is removed from the property. No exceptions.

12. **POWER:** Power Supply is limited. Vendors who sell slushies, have deep fryers, etc. must provide their own generator. Call Thomas Shrewsbury at 704-824-1072 for more information.

13. **QUESTIONS:** If you have any questions about Light Up Lowell, please contact Lowell Parks & Recreation at (704) 824-0099 or email Cristy Cummings, [ccummings@lowellnc.com](mailto:ccummings@lowellnc.com). Visit us online at [www.lowellnc.com](http://www.lowellnc.com)