



2019 Retail Vendor Guidelines Form

The 13th Annual North Carolina Hot Sauce Contest is presented by the Downtown Oxford Economic Development Corporation (DOEDC), in partnership with City of Oxford, Granville Health System and its Sponsors on Saturday, September 14, 2019 from 11:00 AM to 6:00 PM. (note time change from past years)

- 1) **Vendor agrees** that, if accepted by the DOEDC for the 13th Annual North Carolina Hot Sauce Contest, the DOEDC is under no obligation to rent booth space to the Vendor in future Festivals. Booth locations will be rented and assigned in accordance with the best interest of the Festival, which the DOEDC, at its sole discretion shall have the right to decide all final locations.
- 2) **Vendor agrees** to occupy booth space as assigned, and to be open and staffed during the Festival hours. Vendor agrees not to sublet or apportion to anyone else your assigned said space.
- 3) **There are no refunds, rain checks, or extended show dates due to inclement weather.** The DOEDC is not obligated to provide any additional or other services of any nature.
- 4) **Vendor shall** be liable for delivery; handling, set-up, and removal of his/her own displays, trash and equipment. All displays, equipment, food, and supplies must be contained within the assigned booth space.
- 5) ***Liability insurance must be obtained by the Vendor at the Vendor's own expense.** Vendor must provide a **"Certificate of Insurance" naming the DOEDC and The City of Oxford as additional insured listing the date and named Festival.** Such coverage shall be in the minimum amount of \$1,000,000 for general liability. Beer and wine vendors shall have additional \$1,000,000 coverage for Liquor Liability. Failure by vendor to provide a certificate of liability insurance by event date will result in cancellation of acceptance in to the Festival and forfeiture of booth fee.
- 6) **Vendor agrees** to release and hold harmless the North Carolina Hot Sauce Contest, it's officers, directors, volunteers, officials, employees, sponsors, and agents from and against any and all liabilities or claims arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the North Carolina Hot Sauce Contest, its organizers, or promoters. Vendor agrees to consent to all rules and regulations and understand that the event coordinators will have final authority.
- 7) **Vendor is responsible** for items needed at their space. The DOEDC does not provide tents, tables, chairs, or electricity.
- 8) **Vendor understands** nothing shall be nailed, taped, or otherwise fixed to any community or public/private property.
- 9) **Vendor agrees** to send Payment with Application submission: by check or money order for vendor space. Vendor understands fees are nonrefundable. Applications received without a check for vendor space will not be considered. Checks will be deposited upon receipt. Rejected applications will receive 100% refund with notice of rejection.
- 10) **Vendor agrees** to obtain written permission from the DOEDC prior to using the festival's logo.
- 11) **Vendor agrees** to allow the DOEDC to use photos and application materials for future promotional purposes.

Print Name: _____

Date: _____

Signature: _____

(return this signed document with application)