



# LIGHT UP MAIN VENDOR APPLICATION

## *Rules and Regulations*

Thank you for your interest in becoming a vendor for Light Up Main, Garner's annual Christmas tree lighting event.

Light Up Main occurs on the first Friday in December from 6:00 p.m. - 8:00 p.m. The Town of Garner seeks vendors for this event in the following categories:

- Children's craft/game providers
  - Holiday merchants

*As this is a family oriented evening, services geared towards children are in demand.*

*Preference is given to organizations who wish to provide a craft/game to this event within the holiday theme.*

### **Town of Garner Provides:**

- An assigned outdoor area (approximately 10x10) on Main Street in Downtown Garner with a potential to reach over 1,000 patrons.
- 1 table, 4 chairs provided by the Town of Garner. You must provide your own tent (however, as this is an evening event, we recommend tents only in case of inclement weather).
- Your organization's name listed on the Light Up Main website with a link to your website.

### **Vendor Provides:**

- Free activities for up to 300 children (*craft and game partners only*), suitable for ages 3-15 years that represent the spirit of the Christmas season. All supplies must be non-toxic and your organization must have adequate adult supervision on-hand to assist children.
- \$25 merchant fee (*only if selling goods*). This fee must be paid before the event or your space will not be reserved. Fees are waived for Main Street store owners or Garner Revitalization Association members. Checks should be made payable to the Town of Garner.
- All craft supplies, flyers, coupons or other promotional materials needed by your organization.
- Any additional lighting needed for your space. Lighting is limited at this event due to our evening hours. Battery or solar powered lighting for your area is recommended to supplement street lighting. Please bring adequate supplies.
- A tent in case of rain.

### **Other regulations:**

- No early exits will be allowed unless the event is cancelled due to emergency by Garner Parks, Recreation and Cultural Resources Department.
- This event is rain or shine. No refund of fees will be given in the event of vendor cancellation or no show status.
- Vendors must stay within their assigned area and are not allowed to call out or "bark" to patrons.
- The schedule for set up and breakdown is as follows:
  - 5:00 p.m. Load in
  - 5:30 p.m. Set up complete
  - 6:00 p.m. Tents open
  - 8:00 p.m. Tents close

*By applying to Light Up Main, your organization agrees to provide the items and services described on this application and to follow the rules and regulations as listed. This application is subject to approval and availability and no space is guaranteed until confirmed by a Town of Garner representative. **The completed application is due no later than 5:00 p.m. on November 1.** Should you have any questions or concerns please contact Brittany at 919-773-4441 or at [bwashington@garnernc.gov](mailto:bwashington@garnernc.gov).*

# LIGHT UP MAIN VENDOR APPLICATION (pg. 2)

Return application to **Brittany Washington by November 1**  
[bwashington@garnernc.gov](mailto:bwashington@garnernc.gov) 900 7<sup>th</sup> Avenue, Garner, NC 27529

## My Organization Wishes To

- |   |   |
|---|---|
| <input type="checkbox"/> Provide a children's craft             | <input type="checkbox"/> Provide a children's game                    |
| <input type="checkbox"/> Sell goods (\$25 merchant fee applies) | <input type="checkbox"/> Sell goods (Downtown merchant or GRA member) |

Organization name

Website Address

Contact Person

Contact Email

Mailing Address

City, State, Zip

Daytime Phone

Cell Phone

Describe Proposed Craft or Game

Describe Goods for Sale

Price Range of Goods for Sale

Other Promotional Materials at Booth

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_