



Saturday, October 15, 2022 • 12:00 p.m. – 5:00 p.m. • Downtown, Winston-Salem

International Village Merchandise Vendor Application Form – Corpening Plaza

Booth Fee \$40

Organization Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (Day and Evening) _____

E-mail Address _____ Fax _____

If there are items to be sold, please list the items (name / price / description - use separate sheet if necessary) - Please provide a picture of items or a website address where photos can be viewed.

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

Are you bringing a tent? Yes No

*****All Tents MUST have tent weights or vendors will be asked to remove their tents.**

All completed applications, must be received by 5 p.m. on July 31. Check or Money Order written to The City of Winston-Salem.

HAND DELIVERY
City of Winston-Salem
Human Relations, Suite 109
101 N. Main Street (City Hall)
Winston-Salem, NC 27101
336-734-1228

MAILING
City of Winston-Salem
Human Relations
P.O. Box 2511
Winston-Salem, NC 27102

I hereby acknowledge that if accepted to participate, I will comply with all rules, regulations and general information of the City of Winston-Salem, that the City 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, 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, 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:

September 30: Applications due

October 15: Event date

Incomplete applications will not be considered.

Please include the following items when submitting your application package:

- A signed application form;
- Photographs of items to be sold or a website address where photos of products may be viewed; and
- A self-addressed stamped envelope with adequate postage to return photo, if desired.

Make money order payable to: *City of Winston-Salem*

Credit Cards are accepted by calling 336-734-1228 or e-mailing jaymew@cityofws.org to set up a time to call.

Submit the application package and vendor fee to:

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Vendor Selection

Festival vendors will be selected based on an internal evaluation process.

Approved Vendor

If you are approved as a vendor at International Village, you will be assigned a 10'x10' vending space.

Event Information:

1. International Village will assign a specific space, within or surrounding Corpening Plaza, 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 an assigned space.
4. International Village will take place October 15, 2022 from 12:00 p.m. – 5:00 p.m. and vendor booths must be occupied throughout the event.
5. All vendors must check-in with International Village staff. Check-in procedures will be e-mailed prior to the event. Check-in is MANDATORY.
6. All vendor booths must be set-up and operational one hour prior to the start of the event (11:00 a.m.).
7. No vehicles are allowed in Corpening Plaza after 10:00 a.m. through half an hour after closing on the day of the event (5:30 p.m.).
8. International Village will proceed rain or shine. Vendors are responsible for their own rain protection. There are no inclement weather refunds.
9. All authorized vending activities must occur in the assigned space ONLY.
10. Vendors will be responsible for the physical security of their booths.
11. 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 the City of Winston-Salem, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from the vendor's failure to comply with such laws.

Please retain this page for your records.