



## City of Gastonia Event Vendor Policy

The below rules and regulations regarding vendors are applicable at City of Gastonia sponsored events, including, but not limited to: Gaston MAX, Fourth of July Celebration, Fall Festival, and Christmas in the City.

### Vendor Type Restrictions

- Events and festivals sponsored by the City of Gastonia are to encourage, foster and stimulate public interest in the City of Gastonia and the surrounding community and its cultural development and growth; to assist and aid in educating the public regarding the cultural heritage of Gastonia especially its downtown area; to promote friendship, citizenship, and cooperation among the people of Gastonia; and to create and maintain a sense of loyalty, fraternity, civic and community pride.
- Marketplace vendors should be offering for sale to the public the types of goods and services that one typically expects to see offered at a carnival or other festival.
- The City of Gastonia does not intend to create a public forum for any type of political or viewpoint expression.
- No political candidates, parties or organizations may be vendors.
  - o As in the past, political candidates, parties or organizations are allowed to attend events and wear apparel representative of their campaign or party, distribute information, etc.
- No religious organizations or institutions may be vendors. As with political candidates, religious organizations are free to attend events and distribute information.
- The City of Gastonia reserves the right to limit direct sales vendors (ex. Pampered Chef, Mary Kay, Norwex, Color Street, Scentsy, etc.)
- The City of Gastonia reserves the right to limit duplicate vendors selling handcrafted goods (ex. Multiple jewelry or soap vendors.)
- All vendors must be family friendly with no suggestive or inappropriate signage or goods.

### Food and Concession Vendors

- No grilling is allowed at the Rotary Pavilion unless in a permitted mobile food truck.
- The City of Gastonia reserves the right to limit the number of food trucks and concession vendors at events depending on space available, the number of applications received and types of cuisines.
- 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.
- All food vendors must complete a Temporary Food Establishment permit with Gaston County. If not already a permitted mobile food vendor, applicants may have to pay a \$75 fee to Gaston County.
- A one-day advance notice is given to food trucks that either have participated in at least three previous City of Gastonia events in good standing or has a unique menu/cuisine offerings that would bring a new audience to the event.

### Vendor Space

- All approved vendors will be assigned a space. All vendors must provide their own tents, tables, and chairs. The Parks and Recreation Department has sole discretion on the placement and moving of vendor booths/stands. You must confine your business to the specific area you have rented.
- Vendors who have rented a space shall not sell goods or hand out material outside of their assigned rented location. Vendors' signs must remain within their rented location.
- The use of sound amplification devices by vendors must be approved by the Parks and Recreation Department.
- Subleasing or any other type of transfer of contracted space is prohibited.
- Vendors may not use their own generators. Vendors have the opportunity to purchase power when applying for the event space
- A vendor that arrives late after set up time has passed may be denied entry into the event at the discretion of the city staff working the event. The vendor may lose their assigned space and will not receive a refund.
- Vendor spaces are always 10ft x10ft unless otherwise noted on the vendor application.
- Vendors must have sandbags or tent weights for their tents.
- In the case of winds above 15 miles per hour, event staff and volunteers may tell vendors that they cannot put up their tents, or that they have to be taken down. Even with tent weights, with higher wind gusts and speeds, tents can become dangerous if airborne.
- Each seller is responsible for cleaning up their assigned space and property discarding their trash in appropriate trash receptacles.

#### 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, knives, guns, and/or any other weapons (including replica weapons) as well as any pornographic merchandise and merchandise with profane or inappropriate language.

#### Notice

- The City of Gastonia reserves the right to accept or reject any application that does not align with the mission or vision of the City event. The City also reserves the right to remove any vendor that does not follow the rules and regulations established for this event.
- Submission of your application does not guarantee your acceptance to the festival, regardless of your participation history.
- There is no appeal process. If your application is not accepted, you will receive a full refund of your fees.
- If your application is accepted and you learn that you cannot attend the festival, please notify the event coordinator as soon as possible.

#### Communications

- All event communications will be posted in Eventeny.

#### Refunds

- Refunds for vendor applications will only be issued if the vendor cancels prior to 60 days before the event. Any cancellations within 60 days of the event will not be refunded.

- No refunds are given for rain, snow, wind, excess heat or cold or any other inclement weather if the event is not cancelled.

#### Violations

- Violations of any of these rules as discovered or reported to the City of Gastonia Parks and Recreation Department may result in a vendor being asked to leave and also excluded from future City sponsored events.

#### Rule and Regulation Acknowledgement

- By signing the vendor application, you agree to all rules and regulations outlined in this Event Policy and on the vendor application.
- All authorized vendors participating in any City of Gastonia sponsored event shall be individually and severally responsible to Gastonia for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save Gastonia, its officers, employees, elected official and volunteers harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify Gastonia for negligence of its officers, employees or volunteers. Participating vendors will be required to provide a signature in acknowledgement of this clause on the vendor application.

#### **Hold Harmless Clause and Insurance**

All authorized vendors participating in the Event shall be individually and severally responsible to the City of Gastonia for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save the City of Gastonia, its officers, and employees harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the City of Gastonia for negligence of its officers or employees. No insurance is provided by the City of Gastonia to participants in the Event. Participating vendors will be required to provide a signature in acknowledgement of this clause on the vendor application.