



TOWN of BELVILLE

*Incorporated 1977*

---

497 Olde Waterford Way, Suite 205  
Belville, NC 28451

Telephone (910) 371-2456  
Fax (910) 371-2474

*You are invited to join us as we celebrate Belville's 38<sup>th</sup> birthday and its rich history in Brunswick County. This is an invitation for you to join us for the 2<sup>nd</sup> Annual Belville Founders' Day Celebration on Saturday, May 2, 2015 at the steadily growing Brunswick Riverwalk at Belville. This park is located at 580 River Road in Belville, North Carolina, just south of Wilmington on Highway 133 across from Belville Elementary School. As we continue to expand our park and encourage the public's involvement, this event is a wonderful opportunity for you to introduce (or reintroduce) your products to our community. The gates will be open for the public from 11:30 am until closing at 7:30 pm. Vendor access to the park will begin at 7:30 am on May 2<sup>nd</sup> and vendors will have designated and secured access to unload, load and park.*

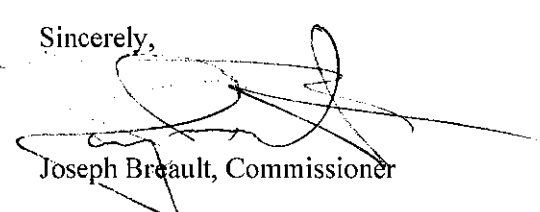
There were over 500 visitors at our 1<sup>st</sup> Annual Founders' Day and we expect an even bigger showing this year. The town will provide the advertising prior to this event, as well as several attractions the day of the event. To entertain the children, there will be a clown "wandering about" providing fun and twisty balloons, a free face-painting booth and a "Bouncy Booth" as well as an inflatable slide. There will also be an 1860's Chuck Wagon serving western style food from 5 – 7 pm. Due to the proximity to Mother's Day, we will also have a booth area dedicated for "Mother's Day Products". There will be musical entertainment throughout the day provided by several bands with varying styles of music.

Vendor space is available for \$10.00 and is payable upon reservation. There are 40 spaces available measuring 10' x 10' each. Vendor spaces will be arranged to allow public access to the booth from three sides (see sample layout enclosed). Vendors offering products specifically geared toward Mother's Day (soaps, bath oils, massage services, etc.) should specify this in the application. There is a limit of three food vendors, on a first-reserved basis. The food vendor space rental is \$25, payable upon reservation. Electrical hookups are available upon request.

All spaces will be designated in advance and assigned upon reservation. Sites will be allotted on a first come- first serve basis. Please note that requests for specific site locations will NOT be accepted. There is NO rain date option at this time.

Please see the attached documents for more information and an application. You can make reservation checks payable to: Town of Belville, 497 Olde Waterford Way, Suite 205, Belville, NC 28451. For more information contact Athina Williams, Town Administrator, at 910-371-2456 or fax requests to 910-371-2474.

Sincerely,



Joseph Breault, Commissioner

Encl: Founders' Day Application



TOWN of BELVILLE

*Incorporated 1977*

---

497 Olde Waterford Way, Suite 205  
Belville, NC 28451

Telephone (910) 371-2456  
Fax (910)371-2474

## **Belville Founders' Day Celebration – May 2, 2015**

### **Brunswick Riverwalk at Belville**

**580 River Road, Hwy 133, Belville, NC 28451**

#### **Schedule of Events**

- |               |  |
|---------------|--|
| 7:30 – 11:45  | Vendor Access and Setup – Vendor Only Parking Area   |
| 11:30 – 7:00  | Event Opens to the Public  |
| 11:30 – 12:00 | National Anthem by Brunswick County High School Band<br>Presentation of the Colors: North Brunswick HS JROTC<br>Recognition of Founding Fathers – Mayor Mike Allen |
| 1:00 – 6:00   | Live Musical Entertainment   |
| 12:00 – 7:00  | FREE: Clown Entertainment, Balloons, Bouncy House, Inflatable Slide, Children's Face Painting  |
| 1:00 – 4:00   | Pony Rides and Photos  |
| 5:00 – 7:00   | Chuck Wagon Dinner (1860's Chuck Wagon)  |
| 7:00          | Raffle Drawings – No Need to be Present to Win   |
| 7:30          | Event Closes   |

Please Note: Special arrangements for access and/or set up may be made by contacting the Town Administrator at 910-371-2456.



**TOWN OF BELVILLE**

**VENDOR APPLICATION**

May 2, 2015  
11:30am-7:00pm  
Brunswick Riverwalk at Belville  
Belville, North Carolina

Set Up Time: Commences at 7:30am. Vendors will have designated and secured access to unload, load and park. Spaces will be 10' x 10'. *Vendors must provide all displays, tables, tents, etc.* Vendors are responsible for collecting North Carolina sales tax on all sales made during Founders' Day. A North Carolina sales tax number is required by North Carolina law. A completed application is a commitment to participate. No refunds will be issued for cancellations by a vendor due to inclement weather. Vendors must exhibit from 11:30am until 3:00pm (no exceptions) on Saturday, May 2, 2015. Exhibitors must clean booth area and remove trash.

**Exhibit Space Fee**

\$10 fee for each 10' x 10' space

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Type of Vendor \_\_\_\_\_ Items to be sold \_\_\_\_\_

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

General Release: The undersigned does hereby and forever discharge the Town of Belville of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, for any loss or damage to persons or property while in the possession, supervision or auspices of the Founders' Day Event.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this completed Vendor Form and Sales Tax Form along with a check made payable to:  
Town of Belville – 497 Olde Waterford Way, Suite 205, Belville, NC 28451  
Fax the Vendor Form and Sales Tax Form to: 910-371-2474  
For other information, please call Town Hall at: 910-371-2456

Internal Use Only: Check/Cash \_\_\_\_\_ Date \_\_\_\_\_ Booth Assignment \_\_\_\_\_



**TOWN OF BELVILLE**

**NC SALES and USE TAX LICENSE FORM**

I will not be conducting sales. (check here) \_\_\_\_\_

Everyone selling at the show must have a North Carolina Sales License. If you do not have a license, you will be required to obtain one prior to the show and advise the Town's show committee of your license number upon receipt. To obtain license, please contact:

North Carolina Sales and Use License Office  
PO Box 25000  
Raleigh, North Carolina 27640

Company Name: \_\_\_\_\_

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

License Number: \_\_\_\_\_

I do not have a number/I have applied on: (date applied): \_\_\_\_\_

Non-Profit/Tax Exempt Number: \_\_\_\_\_

Print a copy of this form for your records. Mail or fax copy of form with signature to:

Town of Belville  
497 Olde Waterford Way, Suite 205  
Belville, NC 28451  
Tel: 910-371-2456  
Fax: 910-371-2474  
[townadministrator@townofbelville.com](mailto:townadministrator@townofbelville.com)

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

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



## TOWN OF BELVILLE

### FOOD VENDOR APPLICATION

Town of Belville  
497 Olde Waterford Way, Suite 205  
Belville, NC 28451  
Tel: 910-371-2456  
Fax: 910-371-2474  
[townadministrator@townofbelville.com](mailto:townadministrator@townofbelville.com)

- Permits:** The Exhibitor agrees to obtain, at its own expense, all necessary health, food, fire or other permits and/or licenses required by Brunswick County, North Carolina and the state of North Carolina. Failure to obtain the proper and required permits will act as a breach of this agreement in accordance with paragraph 5 below. Exhibitor agrees to have a representative at the site for inspection by the Department of Health and Fire Department prior to the operating hours of the show. This time is established by the agency and will be provided to the Exhibitor at the time of application for the permit. Failure to comply with the inspection requirements may result in the denial of the permit, which in turn will act as a breach of this contract as specified below.  
**NOTE: PERMITS MUST BE OBTAINED 14 DAYS PRIOR TO THE EVENT.**
- Exhibitor Menu:** The Exhibitor agrees to only sell those items listed on the menu below and approved in writing by the Town's Riverwalk Board.
- Insurance:** The Exhibitor agrees to obtain a current certificate of insurance for general liability coverage effective for the dates and location of the Town's event.
- Liability:** The Exhibitor agrees to pay for any damage done by its agents or employees to any personal or real property provided by or through the event.
- Breach:** The Exhibitor agrees that all fees paid to the Town of Belville are non-refundable, and that any failure on the Exhibitor's part to comply with this agreement, the rules and regulations of the Town of Belville, or the Exhibitor Application shall be a breach of contract. In the event of breach by the Exhibitor, the Town of Belville can terminate this and all agreements and retain fees paid by the Exhibitor as liquidated damages for the Exhibitor's failure to comply. The Town of Belville may also demand the Exhibitor's immediate removal of its property and vacate the space in which case the Exhibitor agrees to forfeit all payments to Town of Belville as liquidated damages.
- Indemnification:** The Exhibitor agrees to indemnify the Town Of Belville, the venue, any officer, director, employee, staff, volunteer and sponsor from any and all fees, costs, and expenses incurred by them in connection with any claim, lawsuit, or proceedings arising out of or in connection with any act or omission of the Exhibitor or its agents in connection with the Exhibitor's involvement with the Town of Belville.

---

**MENU**

List all items that you will be selling at your booth, include drinks. Your menu must be approved by the Town's Riverwalk Board:

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

**Submit this completed application along with the completed Town Of Belville Sales Tax Application to Town Hall.**

**Print copies for your own records.**

By signing this form you verify that you have read and agreed to the Town of Belville's Rules and Regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

