



**TOWN OF BELVILLE**

63 River Road  
Belville, NC 28451

Tel: 910-371-2456 Fax: 910-371-2474

[www.townofbelville.com](http://www.townofbelville.com)

**VENDOR APPLICATION**

**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 10:00am until 3:00pm (no exceptions) on event day. Exhibitors must clean booth area and remove trash.

**Exhibit Space Fee**

**\$25 FEE FOR EACH 10 X 10 SPACE OR \$27.50 IF PAYING BY CREDIT CARD**

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

Address \_\_\_\_\_

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

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

Please check Event(s) you will be participating in:

**Founder's Day May 7, 2022**,  **Fall Festival October 1, 2022**,  **Christmas Event December 3, 2022**

Type of Vendor \_\_\_\_\_ Items Being 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 \_\_\_\_\_

**TOWN OF BELVILLE WILL CHOOSE A LOCAL AGENCY FOR IT'S CHARITY THIS YEAR. PROCEEDS FROM THE RAFFLE WILL BE DONATED TO THEIR WORTHY CAUSE. PLEASE INDICATE IF YOU WOULD LIKE TO DONATE AN ITEM. IF SO, WE ASK THAT YOU DELIVER ITEM TO THE TOWN HALL OFFICE BEFORE EVENT.**

Description of Item \_\_\_\_\_ Estimated Value \$ \_\_\_\_\_

Please submit this completed **Vendor Application AND the NC Sales & Use Tax License Form** along with a check made payable to: **Town of Belville** 63 River Road Belville, NC 28451  
Or you may visit our website: [www.townofbelville.com](http://www.townofbelville.com) to pay by Credit Card.

You may also fax the **Vendor Application AND the NC Sales and Use Tax License Form** to 910-371-2474

For additional information, please call Town Hall at 910-371-2456

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Internal Use Only: Check# \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Date \_\_\_\_\_  
Total Amount Enclosed \$ \_\_\_\_\_ Total of Booths Requested \_\_\_\_\_ Booth Assignment \_\_\_\_\_

**APPLICATION DEADLINE'S**

**FOUNDER'S DAY, MONDAY, APRIL 11, 2022**

**FALL FESTIVAL, MONDAY SEPTEMBER 12, 2022**

**CHRISTMAS EVENT, MONDAY, NOVEMBER 14, 2022**