



TOWN OF BELVILLE

63 River Road

Belville, NC 28451

Phone: 910-371-2456

Fax: 910-371-2474

Email: parksandrec@townofbelville.com

2024 VENDOR APPLICATION

Set Up Time: Commences at 7:30am. Vendors will have designated and secured access to unload, park and reload. 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. FEES ARE USED TO PAY FOR OPERATION & ENTERTAINMENT FOR EACH EVENT AND ARE NON-REFUNDABLE.** Vendors must exhibit from 10:00am until 3:00pm (no exceptions) on the appropriate Saturday. Exhibitors must clean the booth area and remove trash.

EXHIBIT SPACE FEE

\$40.00 FEE FOR EACH 10' x 10' Space OR \$41.20 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 4, 2024

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.

Applicant's Signature _____ **Date** _____

PROCEEDS FROM THE RAFFLE WILL BE DONATED TO OUR CHOSEN CHARITY. PLEASE INDICATE IF YOU WOULD LIKE TO DONATE AN ITEM. IF SO, WE ASK THAT YOU DELIVER THE ITEM TO THE TOWN HALL OFFICE BEFORE THE 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 to pay by Credit Card by using the "Pay Online" button on the home page.

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 Jim Bucher, Parks and Recreation Director at 910-471-2010

Internal Use Only: Check# _____ Cash _____ Credit Card _____ Date _____

Total Amount Enclosed \$ _____ Total of Booths Requested _____ Booth Assignment _____

APPLICATION DEADLINE

FOUNDER'S DAY, MONDAY, APRIL 19, 2024



TOWN OF BELVILLE

NC SALES AND USE TAX LICENSE FORM

Everyone selling goods at the event 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 Parks & Recreation Board of your license number upon receipt. To obtain a 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
63 River Road
Belville, NC 28451
Tel: 910-371-2456
Fax: 910-371-2474**

Email: parksandrec@townofbelville.com

If you are not conducting sales at the event, please check below & return the form:

I will not be conducting sales. (Check here) ___

Signature: _____

Date: _____