

## Vendor General Release

### General Release:

With the applicant's signature, hereby and forever discharges Downtown Southport, Inc. and the City of Southport of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, from losses or damage to the signer's property while in possession, supervision or auspices of the Southport Winter Festival. It is further agreed that the Undersigned will abide by all Rules, Regulations and Instructions set forth by any Festival official.

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

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

### **Application & Payments should be mailed to:**

Downtown Southport, Inc.  
Winter Festival  
PO Box 10127  
Southport, NC 28461

### **For questions contact:**

Marion Martin  
Craft Festival Coordinator  
910-620-2308  
or Peggy Popelars  
910-988-7106  
910-279-4616



## Southport's Annual Winter Craft Festival sponsored by Downtown Southport, Inc. and the City of Southport

Downtown Southport, Inc. is a non-profit organization dedicated to preserving the heritage and charm of Southport. We encourage and support preservation projects, cultural activities, educational programs, tourism as well as responsible economic growth in the downtown area, making downtown Southport a vital, vibrant, year-round community for our citizens and guests.

As a vendor at DSI Markets/Festivals, your participation must represent a positive impact and impression on the event and fellow vendors. DSI reserves the right to excuse any vendor from the event.

Downtown Southport, Inc.  
P.O. Box 10127  
Southport, NC 28461  
910-279-4616  
[info@downtownsouthport.com](mailto:info@downtownsouthport.com)  
[www.downtownsouthport.org](http://www.downtownsouthport.org)



## Southport's Annual Winter Craft Festival

### 2023

Homemade Arts & Crafts  
Seasonal Vegetables  
Homemade Baked Goods  
Jellies, Pickles

Saturday, December 9  
9:00 am – 4:00 pm  
Located at:

Franklin Square Park  
130 East West Street  
Southport, NC 28461

(Physical address, not Mailing address)



Downtown Southport, Inc. sponsors the Annual Winter Craft Festival as part of the City of Southport Winterfest activities. Vendors are invited to submit their application to participate in this event.

**Vendor Fees:** \$75

**Vendor Space Assignments:**

Vendors will be assigned a booth space location from 9am – 4pm on Friday, December 8 and/or 7:00am – 8:00am Saturday, December 9 by Marion Martin, Craft Festival Manager.

**Vendors Set Up:**

**Set-up:**

- 9am-4pm, Friday, Dec. 8 (no set up after 4pm due to the Winterfest Parade at 5pm)
- 7am-8:30am, Saturday, Dec. 9
- Saturday Set-Up must be approved by Marion Martin prior to the event

**Event Hours:** 9:00am – 4:00pm

**Event Location:**

Vendor Booths will be set up in FRANKLIN SQUARE PARK. Vendor vehicles will NOT be allowed on the lawn for set-up or break-down.

**Application Deadline:**

Deadline for receipt of application and fees is **November 20, 2023. No applications will be accepted past this date.**

**Vendor Guidelines and Product Information:**

- **Homemade crafts – imports or flea market/yard sale type items are NOT allowed. DSI reserves the right to refuse any items that do not meet these requirements.**
- **Homegrown & Home processed food items: Food vendors are required to obtain a “home inspection” from the NC Department of Agriculture & Consumer Services”. A copy of your Home Inspection must be submitted with your application. For more information call NCDACS at 919-733-7366 or Marion Martin 910-620-2308.**

Nonprofit organizations may disseminate organizational information and sell tickets as a fundraising activity at no charge.

- Vendors must provide their own tent, tables, chairs and other items for setting up their booth space.
- If you are a **NEW** craft vendor to Downtown Southport, Inc. events, you must provide photos of your craft along with your application (printed photos or electronic files e-mailed are acceptable).

If you choose to have a space heater in your tent, a fire extinguisher is required.

- Payment can be made in cash or by check made out to “DSI”

**“RAIN OR SHINE EVENT”**



**2023**

**Vendor Application Form**

Applicant Name(s): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

Email: (must provide for communications) \_\_\_\_\_

NC Tax ID #: \_\_\_\_\_

Description of your Craft & Merchandise: \_\_\_\_\_  
 \_\_\_\_\_

Number of 10X10 spaces requested:

# \_\_\_\_\_ X \$75 each = \$ \_\_\_\_\_

Electricity (Limited Availability): Add \$25 fee: Yes \_\_\_\_\_ No \_\_\_\_\_