

VENDOR GUIDELINES

1. Vendors must arrive during their timeframe (given closer to the event) and be ready to open at 1:00 pm. Late arrivals will not be allowed to set up and there will be no refunds (**NO EXCEPTIONS**).
2. Vendors will be issued 2 parking passes. There will be NO PARKING IN the vendor village. There will be designated vendor parking areas that will require your pass to park in.
3. All vendors must check in with the event coordinator prior to setting up.
4. Vendor spaces will allow for one 12x12 tailgate tent. Dual spaces will accommodate two tailgate tents 12x24. Single spaces are for one vendor only. If you choose to share a space you will need to pay for a dual spot.
5. All vendors must provide their own tent, tables, and hand sanitizer for customers and are required to follow social distancing/current health guidelines during the event.
6. Vendor spaces will be assigned upon arrival. Please do not move your designated space. If you do not request to be near or away from an area while turning in your form; your request during the event may not be honored.
7. If you were not authorized as a Direct Sales- Vendor you will not be permitted to display and direct sales information or items for sale that you were not approved for.
8. Vendors are to decorate their booths for Christmas.
9. There will not be a way to plug in space heaters, glue guns, or printers. Inverter/quiet generators are allowed.
10. Vendors are responsible for their own change source.
11. The Town of Red Oak is not responsible for items on display. It is the vendor's responsibility to delegate representatives to cover their displays. **Do not leave your booth unattended.**
12. All vendor tents must be dismantled, and items removed at the close of the event. Please take all trash to the designated areas, if dumpsters are full you will need to take your trash with you to dispose of it properly.
13. The craft fair will close at 6:00 pm. Vendors cannot leave the festival area until the festival closes and attendants have left the vendor village. **NO EXCEPTIONS!**
14. Forms and fees can be mailed to Red Oak Town Hall PO Box A Red Oak NC 27868 or delivered in person to the Town Hall at 8406 Red Oak Blvd. Red Oak NC. The Town of Red Oak **ONLY** accepts check or money order. **Registration forms and fees are due by October 31st, 2024. NO FORMS OR FEES WILL BE ACCEPTED AFTER THIS DATE!**



7th Annual Red Oak Christmas Tree Lighting Festival

Saturday, November 30, 2024

1:00pm – 6:00pm

Christmas Parade – 4:00pm

CRAFT VENDOR FORM

BOOTH NAME: _____

CONTACT NAME: _____

CELL #: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TYPE OF CRAFT OR FOOD ITEMS TO BE SOLD/DISPLAYED: PLEASE PROVIDE PICTURES:

SPACES NEEDED:

- One Space (12X12): \$75.00
- Dual Space (12x24): \$125.00

There are only 30 craft and 30 food truck spaces available! Once the spaces are filled there won't be any more added to the event. Get your form and payment in early to secure your spot! Thank you!

