



POPS VENDOR APPLICATION

- Please keep a copy of this application for your records -

Location: Pavilion On Park Square (POPS)
138 Park Square
Forest City, NC 28043

Thank you for your interest in being a vendor at the Pavilion On Park Square (POPS)! The Town of Forest City hosts several events at POPS that require vendors, and we strive to offer our attendees a diverse selection of unique wares and exciting products that they may not be able to find elsewhere.

If you are interested in being a vendor, please fill out the following application. Your application will be kept on file and reviewed for each event that requires vendors. If your application is accepted for an event, you will be contacted by email and asked to fill out an additional application for the specific event. You will also be notified about the vendor fee and any additional information about the event. Vendors will be admitted based on space availability and product distinction.

Requirements:

- Five high quality images of your most recent work in order to be juried (four of work and one of booth display). You may mail or email photos with your application.
- Signed and completed application form

Mail application and photos to:
Arianna Edwards, Marketing and Events Coordinator
Town of Forest City
PO Box 728
Forest City, NC 28043

Digital applications may be submitted via email to ariannaedwards@townofforestcity.com. If you are accepted, digital photos help us to promote you on our social media, website and local newspapers.

Jury and Process:

- A Jury Committee will review all applications and select vendors.
- Send your best and most current photos - they are an important factor in your acceptance or non-acceptance. Selection is based on quality of work, originality, creativity and booth display.
- Applications are juried anonymously.
- The Jury Committee's decisions are final.



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Organization Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone #: _____ **Nighttime Phone #:** _____

Email: _____ **Website:** _____

If you have a Facebook page, list its name: _____

Please briefly describe your organization: _____

Please briefly describe your booth: _____

Please list three shows and/or galleries where you exhibited within the past two years:

1: _____ **2:** _____ **3:** _____

I acknowledge that:

- Submitting this application does not guarantee my acceptance as a vendor for any events.
- My application is invalid if all necessary forms and photos are not submitted in full.
- All decisions of the committee are final and are made in accordance with the overall objectives of the event.
- The Town of Forest City is responsible for making final decisions regarding the POPS events and I agree to abide by its decisions.

Name

Signature

Date