

*Office Use Only*

Date received \_\_\_\_\_

Space Assigned: \_\_\_\_\_

**Flotilla NON-Profit**

**November 28, 2025, Swansboro, NC**

**Non-Food Vendor Application**

(Submission of this application does not guarantee booth space)

The Flotilla will be held from 5:00 PM until 8pm. Streets are closed at 3:00 PM. Application requirements are listed below. The Celebration will be held in downtown Swansboro on Front Street. Registration is free for LOCAL Non-profit organizations (Scouts, schools, churches, athletic teams). Spaces are 10' across and 10' deep. Rain date: November 29.

**NON-PROFIT VENDOR APPLICATION**

**Applications are accepted on space available basis.**

**We do NOT provide electricity! RAIN OR SHINE!!**

**ALL SPACES ARE 10' X 10' – NO EXCEPTIONS!**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ DOB of contact person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Your acceptance/rejection letter and all future correspondences will be sent via email.**

NC Sales Tax ID Number \_\_\_\_\_ Spaces needed \_\_\_\_\_ +Additional ft \_\_\_\_\_

Description of Item(s) Sold:

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Attach additional sheets, if necessary

**Mail completed applications to  
Town of Swansboro Parks and Recreation, 601 W. Corbett Ave, Swansboro, NC 28584**

**Vendor Guidelines for the Flotilla**

**NOTE – This is an abbreviated list of guidelines. Full guidelines can be found on our website at [swansborofestivals.com](http://swansborofestivals.com)**

- Vendor setup will begin at 3PM. All vehicles must be off the streets by 4PM.

- There is no designated Vendor parking area. Parking is available on side streets wherever there is not a NO Parking sign.
- In the event of inclement weather - check our phone 910-326-2600 or website [www.swansborofestivals.com](http://www.swansborofestivals.com) for update. The festival will only be cancelled in the case of a state of emergency. No refunds or credits will be given.
- This is a family oriented festival for spectators of all ages and exhibited work must be in keeping with this atmosphere. The Town reserves the right to remove work that violates any of the festival rules.
- You are responsible for your own required Sales Tax ID Number processing.
- Power, water, tent/table/chairs, etc. are **not** provided.
- You are responsible for removal of all your trash/garbage/boxes etc. upon exit. **DO NOT LEAVE ITEMS AT YOUR SPACE**.
- You must not extend past your 10x10 space and are not allowed to sell or promote outside of your booth.
- Music in booths should be held to a minimal level and will be monitored by committee in the event of complaints.
- Restrooms are available near the Visitor's Center.
- Inappropriate behavior will not be tolerated. This includes, but is not limited to, verbal aggression, sexual harassment, physical violence, discrimination, bullying, property damage and other disruptive actions. When necessary, response may include law enforcement involvement and/or banning from festival events.

## CANCELLATIONS

- The Town of Swansboro reserves the right to remove any participant at any time during the event due to violation of festival guidelines and rules. No refunds will be provided in this situation.
- There will be NO refunds in the event of inclement weather, catastrophic event, war, government action, strikes, or other matters beyond the control of the Town of Swansboro.
- Vendors who have to cancel due to extreme circumstances should submit a request in writing to [astanley@ci.swansboro.nc.us](mailto:astanley@ci.swansboro.nc.us). Requests will be considered on a case-by-case basis.

**NO DOGS OR ANIMALS OF ANY KIND ARE ALLOWED WITHIN FESTIVAL AREA** *We thank you for your participation at the Swansboro Festival and we look forward to being able to accept your application year after year by your support of our guidelines. Questions or Information prior to festival call 910-326-2600 or email: [dpypiw@ci.swansboro.nc.us](mailto:dpypiw@ci.swansboro.nc.us)*

*I agree to abide by all rules, regulations, and guidelines, presented by the Town of Swansboro. Violators will be subject to dismissal without refund. I agree to the liability/hold harmless statement provided. I understand that the Town of Swansboro reserves the right to deny any application even if the applicant has participated in the show before. I understand that reasonable security will be provided, but I will not hold the Town of Swansboro, or their representatives liable for loss, damage, or injury.*

*Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.*

*Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.*

*The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the Festival.*

Signature \_\_\_\_\_ Date \_\_\_\_\_