



Battleship NORTH CAROLINA 2016 Sponsorship/Vendor Policies

The USS North Carolina Battleship Commission (BBNC/Commission) has instituted the following policies for sponsorship/vendor opportunities. The sponsor/vendor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship/vending space.

Sponsorship Guidelines

- All copy must be submitted and approved by BBNC prior to implementation.
- All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.
- BBNC will contact each previous year's sponsor to advise them of the right of renewal and the deadline by which they must submit their Sponsorship Contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, BBNC will then consider this sponsorship available to all BBNC sponsors.
- It is the responsibility of the sponsor to adhere to the advertising and logo specifications information as it specifically relates to submittal of company logos to be used in promotion of the sponsorship.

Sponsorship/Vendor Payment Policy

- BBNC requires full payment (100%) to be submitted with the signed Sponsorship Contract/Vendor application in order to secure a sponsorship/vending space.
- Upon receipt of the signed contract and payment, BBNC will send a confirmation notice to the sponsor/vendor. A sponsorship will not be confirmed, acknowledged, or promoted until the company has submitted the Sponsorship Contract/Vendor Agreement and the required payment.
- Cancellation: All requests for vending space refunds must be in writing, received, and confirmed by the Battleship NORTH CAROLINA five (5) days prior to the event. Contracts cancelled up to five (5) days of the event will be issued a refund. All requests for sponsorship refunds must be in writing, received, and confirmed thirty (30) days prior to the event. Sponsorship Contracts cancelled up to thirty (30) days of the event will be issued a refund.
- The Battleship NORTH CAROLINA may terminate this agreement at any time by notifying the sponsor/vendor in writing or by email. Upon such termination, the Battleship NORTH CAROLINA shall return to the Sponsor/Vendor that portion of the sponsorship/vending space fee.

Sponsorship Deadlines

- In order for sponsorships to be promoted in marketing materials, press releases, advertising and other promotional materials, sponsorship contract and payment, according to sponsorship opportunities must be received and processed by BBNC thirty (30) days prior to event.
- Exhibitor contract and payment that does not include outside promotion as set forth in the sponsorship opportunities must be received and processed by BBNC no later than five (5) days prior to event.
- Commercial and Food contract and payment that does not include outside promotion as set forth in the sponsorship opportunities must be received along with temporary food applications and certificate of insurance twenty-one (21) days prior to event.



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Miscellaneous

- Set-up and tear down are specific to each event. Individual information will be sent according to event schedule.
- The Commission is not responsible to sponsors, vendors, their agents or employees' for lost, stolen or damaged merchandise, damaged equipment, accidents or injuries, and hereby agrees to hold harmless and indemnify the Commission as a result of any such occurrence.

Vendors

- It is the responsibility of each vendor to have the appropriate North Carolina Sales Tax Number and to collect any sales tax required by law.
- It is the vendors responsibility to all have all items that are for sale clearly priced and posted.
- If you are selling food items, you must include a copy of the New Hanover County Application for Temporary Food Establishment. Please go to <http://www.nhcgov.com/AgnAndDpt/HLTH/EH/Pages/FoodSafety.aspx> for the application. It is up to the individual vendor to submit the application to the New Hanover County Health Department.
- Food and commercial vendors shall furnish with their application, or at least 21 days before the event, a Certificate of Liability Insurance providing liability limits at least in the amount of \$1,000,000.00, Combined Single Limits, applicable to claims due to bodily injury and/or property damage arising from an occurrence. The USS North Carolina Battleship Commission shall be named as additional insured under the policy.

Signatures

By signing below I acknowledge that I have read, understand and agree to the Sponsorship Policies

Sponsor: _____ Date: _____

Battleship Acceptance: _____ Date: _____

(Attach copy of to contract)