

Proposal for Sanctioned Signature Event

This is a one of a kind amazing opportunity to work with the largest event in Eastern North Carolina and bring some expansion and exposure to your business through the NC Seafood Festival Raving Fans! We want our fans to KNOW who YOU are and WHERE you are, so they can stop in and share the excitement of what you have to offer and the upcoming Festival!

We are *Community First* and we want to share our fans with you!



Name:

Title:

Business:

Address:

Cell Phone:

Business Phone:

Email you can be reached:

Name of Event:

Purpose of Event:

Event Location:

Time & Dates of Event:

Description of Event:

Entry Fees for participants: \$ ____/per person \$ ____/per event How many participants do you anticipate?

Volunteers: # _____ Employees/Staff to assist and run event? _____

Purpose of Event to Affiliate with NC Seafood Festival: Be Specific.

Type of Insurance Carried on Event:

The NCSF its staff, directors and sponsors must be listed on your COI as an additional insured/ this may be a minimal cost with your already established insurance.

Will there be any donations made from the event?

If yes, to what organization and amount or percentage:

What is needed from the NCSF to assist in making your event successful?

What are your expectations for affiliation of your event with the NCSF?

All applications will be reviewed and a decision made by no later than August 28, 2020.

It is the mission of the North Carolina Seafood Festival, Inc. to provide creative and unique entertainment and community service for the people of the Crystal Coast area. The Events and Review Committee was established to review all new Contract Signature Event proposals as well as review the Contract Events that exist on the current North Carolina Seafood Festival, Inc. Schedule of Events.

The North Carolina Seafood Festival, Inc. defines a Contract Signature Event as any event that is produced by or in conjunction with external producers for The North Carolina Seafood Festival.

The following are the policies and procedures which the Events and Review Committee has established to insure that the Festival carries through its above stated mission.

I. The Events and Review Committee

The Events and Review Committee is a working committee appointed by the North Carolina Seafood Festival, Inc and Chairman of the Board. This Committee reviews all qualified new Contract Signature Event Proposals as well as Contract Events currently existing on the The North Carolina Seafood Festival, Inc. Schedule of Events.

II. New Contract Event Proposals

A producing group that wishes to add a Contract Signature Event to the North Carolina Seafood Festival Schedule of Events must complete the Contract Event Proposal process which consists of the following steps:

An agent or agents of the producing group should contact the North Carolina Seafood Festival office to receive an Event Proposal Form or available on Website.

1. The Event Proposal Form must be completed and returned to the attention of the Festival's Events & Review Committee no later than the **14th day of August 2020** to be eligible for review for the 2020 Festival. Any Event Proposal Form received after that date may be returned to the producing agent or group at the discretion the Events and Review Committee.
2. All proposals received by the deadline will receive a preliminary review by the Events and Review Committee. During the preliminary review, the committee may choose to decline the proposal or accept the proposal for further review.
3. Any group submitting a proposal will be notified by email/electronic notification, by the NC Seafood Festival that the proposal has either been declined or accepted for further review.

III. Qualifications

The North Carolina Seafood Festival, Inc. has designated the following qualifications to facilitate the review process.

1. As stated above, all Event Proposal Forms to be considered for inclusion in the North Carolina Seafood Festival Schedule of Events must be received by the Events & Review Committee no later than August 14, 2020. Any proposals received after this date may be returned to the proposing group at the discretion of the Events and Review Committee.
2. The Events and Review Committee will not accept any new Contract Event proposal that could in any way be confused with a like event that currently exists on the Festival Schedule of Events or current sponsor of the NC Seafood Festival.
3. Any Contract Event proposal that is accepted to the North Carolina Seafood Festival Schedule of Events will be required to sign a legal and binding contract; Inclusive of requesting that the NC Seafood Festival be included as an additional insured on the business insurance for/during the one signature event.
4. The North Carolina Seafood Festival will include "The Signature Event" if selected, within the network of the NC Seafood Festival social media platform(s). The NC Seafood Festival will make an effort to have a representative present at each Signature event as to have photos to add into the media coverage promised. If an NCSF representative is unable to attend, the event will be asked to send in photos so to be included in the media promised. The NC Seafood Festival will also include a minimum of one announcement of the Scheduled Signature Event within its media platform(s) of the NC seafood Festivals choosing.
5. If your event is selected, there will be a \$100 fee to be a designated as a Signature Event of the North Carolina Seafood Festival.

Force Majuere It is agreed to that you will not hold the Festival participants, directors, volunteers, employees, Town of Morehead City, or Festival sponsors responsible for claims, losses, fees, damages or expense. The Festival will not refund fees due to inclement weather, government action, strikes, terrorism acts, or other matters beyond its control, including but not limited to cancellation of the festival due to a direct result of a natural or unforeseen disaster which renders the festival unable to continue, whether for safety or monetary purposes.

All information enclosed is accurate to the best of my ability at this time and I have read and understand the North Carolina Seafood Festival New Event Application Process and Qualifications.

Signature of submitting party or parties:

_____ Date: _____

Title:

Name of Business:

