



CHARLOTTE PREMIUM OUTLETS

THIS IS AN OUTDOOR VENUE. EVENTS ARE RAIN OR SHINE. NO REFUNDS FOR INCLEMENT WEATHER.

VENUE ADDRESS: 5404 NEW FASHION WAY, CHARLOTTE, NC 28278
EASILY ACCESSIBLE FROM EXIT 4 ON I-485

RENTAL: SPACE RENTAL ONLY. TABLE OR BOOTH SPACES ARE AVAILABLE. TABLE SPACES ALLOW ROOM FOR ONE 6' TABLE. BOOTHS ARE 10X10'.

VENDOR PROVIDES TABLE, LINEN, CHAIR, ETC.

SETUP LOCATION: VENDORS WILL BE ASSIGNED A LOCATION ALONG THE MAIN TRAFFIC PATTERN.

ARRIVAL TIME: AN ARRIVAL WINDOW WILL BE EMAILED TO EACH VENDOR NO LESS THAN 48 HOURS PRIOR TO EACH EVENT. THE ARRIVAL WINDOW IS TYPICALLY 1 1/2 HOURS PRIOR TO THE EVENT. YOU MUST ARRIVE WITHIN YOUR ASSIGNED WINDOW. LATE ARRIVALS MAY BE DENIED SETUP. NO REFUNDS WILL BE ISSUED FOR LATE ARRIVALS OR NO-SHOWS.

CHECK-IN: VENDORS MUST CHECK-IN AT THE BUS PLAZA LOCATED AT THE BACK OF THE MALL, UNLESS INSTRUCTED OTHERWISE IN THE VENDOR INSTRUCTIONS EMAIL. VENDORS NEED THEIR OWN CART/WAGON TO BRING IN THEIR ITEMS.

BREAKDOWN: DUE TO THIS BEING AN OUTDOOR VENUE, BREAKDOWN TIME MAY VARY BASED ON TIME OF YEAR. EXACT BREAKDOWN TIMES WILL BE INCLUDED IN THE VENDOR INSTRUCTIONS EMAIL.

TENTS: TENTS UP TO 10X10' IN SIZE ARE PERMITTED FOR BOOTH RENTALS ONLY. ALL DISPLAY AND MERCHANDISE MUST BE CONTAINED WITHIN THE 10X10' SPACE. ALL TENTS MUST BE WEIGHTED AT ALL TIMES. TABLE RENTALS ARE NOT PERMITTED TO UTILIZE A TENT.



SIGNAGE: VENDORS MUST USE TABLETOP OR TABLECLOTH SIGNAGE. POP UP BANNERS ARE PERMITTED ONLY IF SECURED TO YOUR TENT.

ELECTRICITY: VENDORS REQUESTING ELECTRICITY MUST DO SO VIA THE VENDOR APPLICATION. A \$20 FEE WILL BE ADDED TO YOUR INVOICE. LIMITED SPACES WITH ELECTRICITY ARE AVAILABLE AND WILL BE SOLD ON A FIRST-COME, FIRST-SERVED BASIS. YOU MUST BRING AN OUTDOOR EXTENSION CORD OF AT LEAST 10' TO ACCESS ELECTRICITY. SHOULD WE BE UNABLE TO ACCOMMODATE YOUR REQUEST, FOR ANY REASON, WE WILL ISSUE A CREDIT FOR THE ELECTRICITY FEE.

INSURANCE: QC SOCIALITE PROVIDES ALL INSURANCE AS REQUIRED BY THE VENUE.

BALLOONS: BALLOONS ARE PROHIBITED.

QC SOCIALITE AND CHARLOTTE PREMIUM OUTLETS WILL NOT BE HELD RESPONSIBLE FOR MISSING, LOST OR DAMAGED INVENTORY, SUPPLIES OR MATERIALS. YOU ARE SOLELY RESPONSIBLE FOR KEEPING UP WITH YOUR PROPERTY.

ALL VENDORS ARE TO BE RESPECTFUL OF ONE ANOTHER, THE VENUE AND THE EVENT COORDINATION TEAM. QC SOCIALITE AND THE VENUE RESERVE THE RIGHT TO REMOVE ANY VENDORS THAT DO NOT FOLLOW THESE GUIDELINES.

QC SOCIALITE AND CHARLOTTE PREMIUM OUTLETS RESERVE THE RIGHT TO REMOVE AND BAN ANY VENDORS THAT FAIL TO COMPLY WITH RULES AND REGULATIONS. NO REFUNDS WILL BE ISSUED.

BY COMPLETING THE VENDOR AGREEMENT AND SUBMITTING PAYMENT, YOU AGREE TO ABIDE BY ALL REGULATIONS SET FORTH ABOVE.