1. [Go to GRPD WebTrac Site](#) (click here)
2. Click the **SIGN IN/REGISTRATION** button in the top right corner
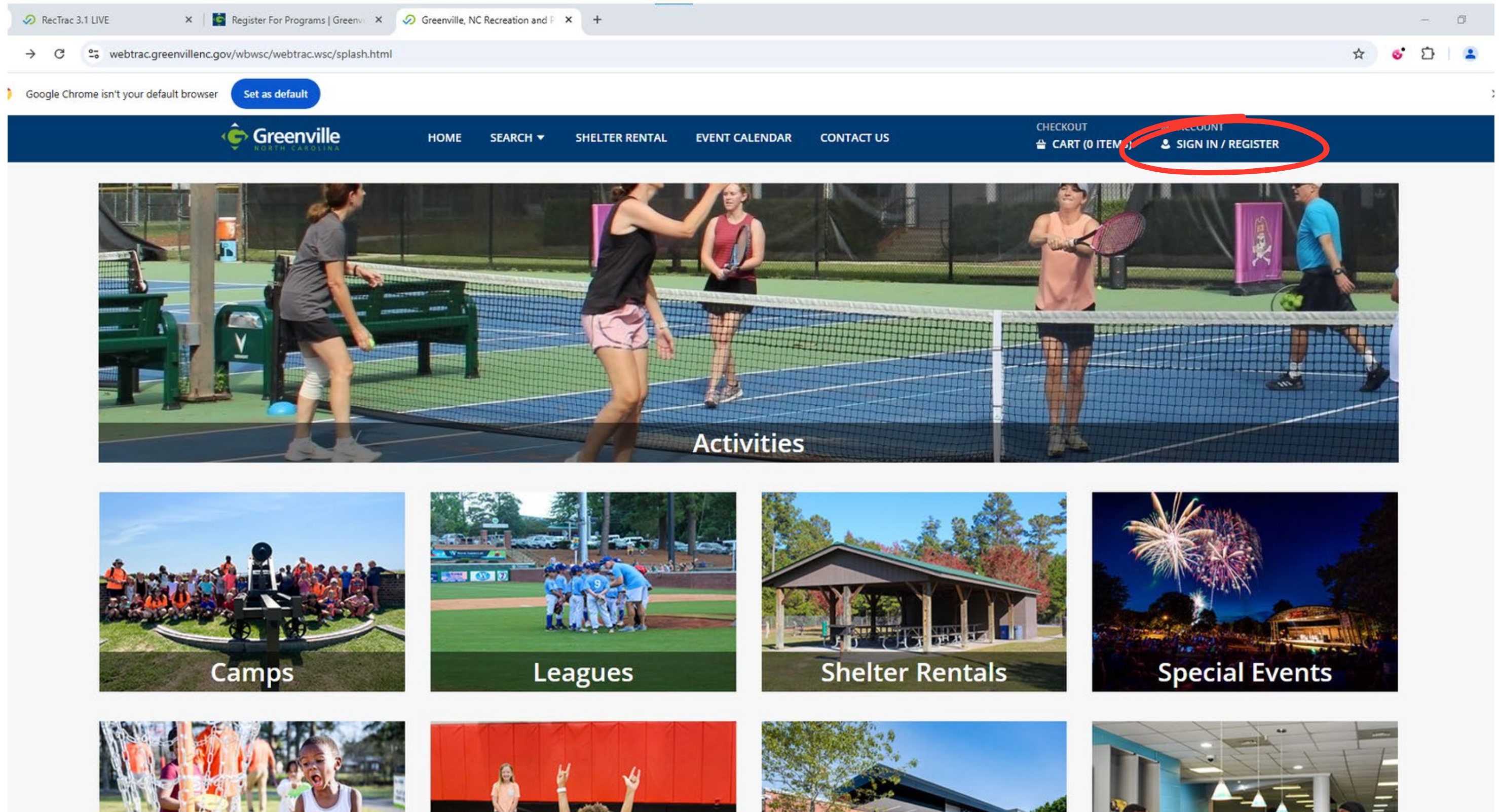
If you are a **NEW VENDOR** follow the below & for **EXSITING VENDOR** go to the next slide.

- New vendor select the **SIGN UP NOW** BUTTON.
- Please fill out all required information (Highlighted in RED) that is requested and press the **GREEN SAVE BUTTON** located at the bottom of the form.
- Once registered please reach out to event staff so that they can assign your account as a vendor. (Only those with the denotation of vendor are allowed to apply for special events)

- Log in using your Username &Password
  - If you do not remember your login select the **Forgot Username/Forgot Password**option located under the login. (see next slide for more details)
  - If we have provided you with a Household # please follow these steps.

- For Forgotten Login please enter your **Primary Email Address**
  - This would be the email address we have on file for you
  - You will receive an email with your Username and/or steps to follow to reset password
- Check the **IM NOT A ROBOT BOX**
- Click **SUBMIT**

- When your account is successfully created or logged in you will be directed back to the home page.
- You will notice your name or business name in the top right corner.
- To submit your application select **Activities** to be directed to the program registration page.
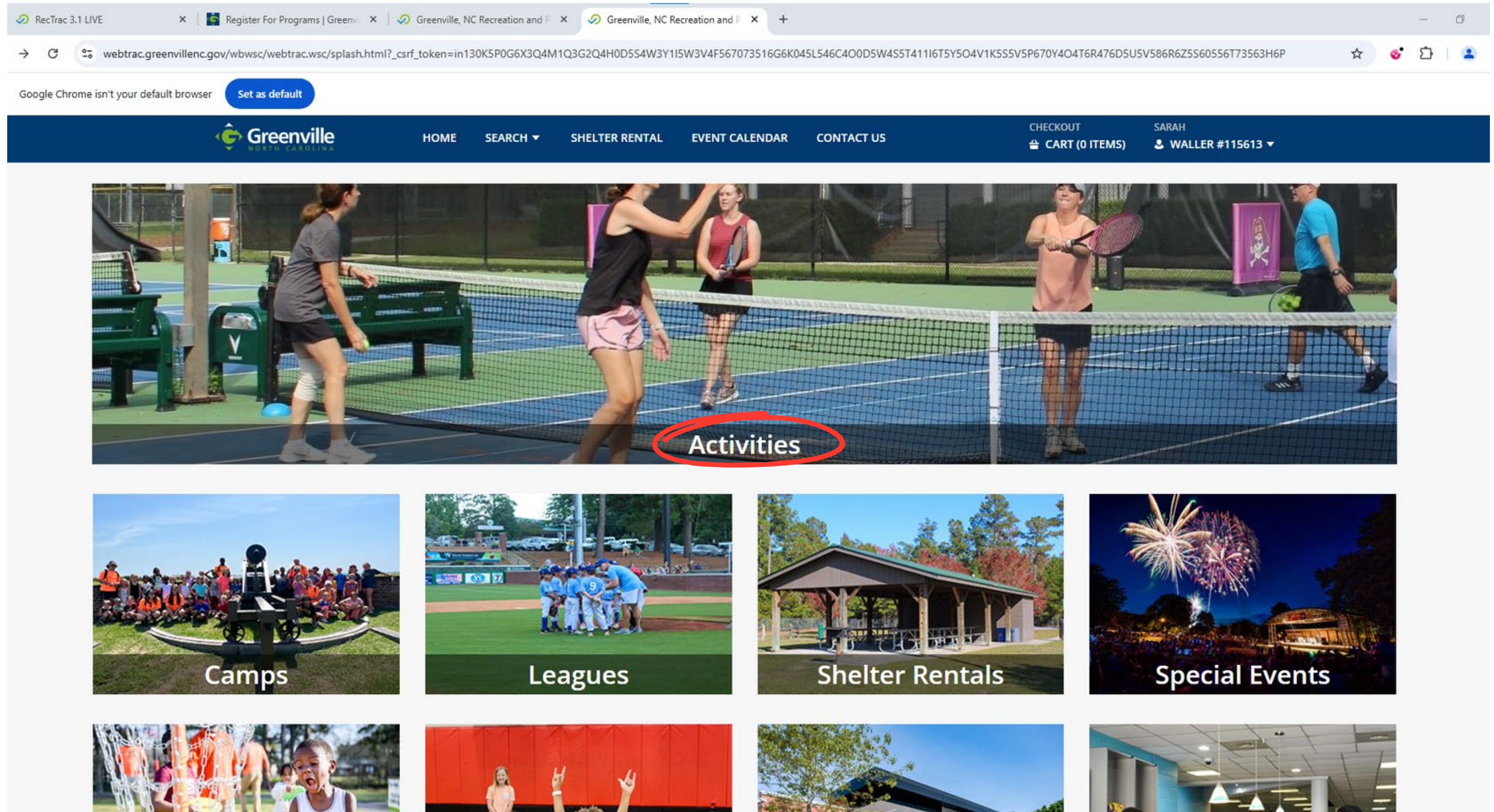
- You will use **Keyword Search** or **Activity Number** to search for the event.
  - Event staff will email you activity numbers as events are added.

Special Events

- Select which waitlist is applicable to your business.
  - Section 01: Food Vendors
  - Section 02: Sweet Vendors
  - Section 03: Merchant Vendors
- Make sure to add the correct vendor registration to your cart.
- Select **ADD TO CART BUTTON.**

- After you click add to cart the next screen that will appear will be the contract agreement.
- Read all terms of the agreement and check the **AGREE BOX** for the waiver and click **CONTINUE.**

https://webtrac.greenvillenc.gov/wbwsc/webtrac.wsc/addtocart.html?action=addtocart&subaction=start2&_csrf_token=Nb6I6C0R076K2D29343B3S5Y5I5X5E5B095G5255506O5I3Y56591D5X4L6I6F035U4H5Q6470...

Food Vendor - 2025 Summer Sunday in the Park (193601-01) for Sarah Waller (Purchase)

Food Vendor - 2025 Summer Sunday in the Park (193601-01) for Sarah Waller (Purchase)

Availability Conflict

This enrollment has been placed on the waitlist. The waitlist position is 1.

Waivers

LIMTED SERVICES CONTRACT

The City shall pay per $0 hour/activity for services rendered and no deductions shall be subtracted there from. The second party does not participate in any fringe benefits of City, nor does City provide liability insurance for Second Party.

The second party, is acting as an independent contractor and is not an employee of the City of Greenville.

The general terms and conditions of this Contract are contained in Attachment 1 to this Contract. Attachment 1 is incorporated into this contract by this reference.

Attachment 1

General Terms and Conditions

A1. Conflict of Interest: Second Party attests that they are not a City employee or spouse of a City employee.

A2. Indemnification: To the fullest extent permitted by law, Second Party shall defend, indemnify and hold harmless City, its agents, representatives, officers, directors and employees from and against claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings) relating to, arising out of or resulting from Second Party's negligent acts, errors, mistakes or omissions relating to the performance of this contract.

A3. Termination: This contract shall become effective upon complete execution by the parties, and shall remain in effect until terminated by either party, as follows:

• City reserves the right to terminate any part or the entire Contract upon notice if Second Party fails to carry out any term, promise or conditions of the contract.

Upon giving thirty (30) calendar days written notice, City or Second Party may terminate this Contract, in whole or in part, for convenience and without penalty or further obligation.

A4. Assignability: Second Party shall not assign or otherwise transfer this Contract or any of its rights or obligations under this contract without first obtaining the written consent of City. Any assignment or other transfer without City's consent shall be void.

A5. Nondiscrimination: Second Party agrees to comply with all provisions of applicable federal, state and local laws related to nondiscrimination, equal employment opportunity, and the Americans with Disabilities Act.

A6. Insurance: Any and all insurance coverage for activities undertaken in the course of this project, including, but not limited to, worker's compensation, automobile liability, commercial general liability, professional liability, umbrella excess liability, and valuable papers are the responsibility of Second Party.

A7. Tax Identification Information: Prior to any payment for services being made, Second Party shall provide the City with information necessary to comply with income tax reporting requirements.

A8. Force Majeure: In the event of a catastrophic event or other peril which prevents the fulfillment of the articles of this contract, neither City nor Second Party shall be held liable. This contract becomes null and void.

A9. Entire Contract – Amendments: This contract represents the entire contract between the parties with respect to the subject matter hereof. This Contract may not be amended except through an appropriate writing signed by both parties.

A10. Weather Policies: The City of Greenville reserves the right to cancel or postpone activities in its parks and facilities in cases of unfavorable weather conditions. In the event of activities needing to be postponed Second Party has first right of refusal at the new date/time. If Second Party is unable to agree to the new date/time the vendor fee will be credited on their account. In the event of activities needing to be cancelled the vendor fee will be credited on their account.

☐ I agree with the above

Continue   Cancel

- Click **PROCEED TO CHECKOUT**
  - At this time you will not be charged for this event.
  - If selected for event, then event staff will put a charge on your account.

- Review all information is correct and click **CONTINUE.**

- You will be directed to your receipt after checking out as well as a copy will be sent to your email!
- Event staff will be in contact with you when the vendors have been selected for the corresponding event that you registered for

- - You will receive an email to update you on the status. If you were selected, you will be directed back to your **WebTrac** account to pay your balance
- **This must be paid within FIVE (5) business days from selection date**

Special Events

- Clicking on the **Name (Last name or business name may be shown)** the top right corner will display this drop-down menu where you will then select **PAY OLD BALANCES**

- Check the box of the vendor fee in your account and select **ADD TO CART**

- Click the **PROCEED TO CHECKOUT BOTTOM**

- Please fill in all requested contact & card information (Highlighted in RED)
- Check the **IM NOT A ROBOT BOX**
- Select **CONTINUE**

*You have now successfully paid your vendor fee and will receive a copy of your receipt! Please mark your calendars for the event and we will be in touch with further details closer to the event date.
As always if you have any questions, feel free to reach out and we look forward to working together on this event! *

Greenville
NORTH CAROLINA

RECREATION AND PARKS

Additional Webtrac Tips:

By clicking on your name in the top right corner this drop down will appear:

- Under My Account you can view Pending Enrollment
- Under History & Balances you can Pay Balances
- Under Reprint you can reprint a receipt