

NORTH CAROLINA POTATO FESTIVAL

STREET FAIR VENDOR RULES AND REGULATIONS

BOOTH SPACES AVAILABLE TO

- Outdoor Show open to all artists and craftsmen.
- A limited number of commercial vendors allowed.
- A limited number of food/concessions vendors allowed.
- No political booths allowed.

MAY 19, 20, & 21, 2023

Festival Hours

Friday, May 19 – 5 pm to 11 pm
Saturday, May 20 – 10 am to 11 pm
Sunday, May 21 – 10 am to 6 pm

BOOTH SPACE

- 10' x 10' booth space. (Additional space may be purchased. Remember to include trailer tongues, canopies, counters, etc in calculation of the space you require.)
- All vendor set-ups must be professional in appearance. (A color picture of set-up required with application.)
- **TENTS, TRAILERS or ENCLOSED VENUES ARE MANDATORY FOR ALL BOOTHS.** (Anchors may **NOT** be driven into the street. Adequate weights are mandatory to secure tents and must be within your booth space.)
- **Vendors MUST stay within their allotted booth space.** (They may not encroach on other vendor's spaces or distribute or stand in the thoroughfare.)
- No flea market or fair items are allowed.
- No booth space sharing allowed between multiple vendors.
- Application must include a full list of items vendor would like to sell/display/handout. (All items are subject to approval by the Festival Committee. No unapproved items are allowed. The Festival has the exclusive rights to **ALL SOFT DRINKS AND BOTTLED WATER.** Soft drinks and/or may not be sold or given away to festival attendees. You may sell fruit drinks.)
- No vendor will have exclusive rights to this show.
- **Artists and Artisans/Commercial vendor** - Electricity must be paid in advance. You should bring a minimum of 100 ft. consecutive #12 wire with 3 conductors for each outlet requested. Cords need to be 3 wire and in good condition. No power strips allowed within booth area.
- Vendors are responsible for collecting and reporting their own taxes.
- The Festival goes on rain, shine, or wind. We are on the water – be prepared for the wind, use adequate weights.
- Booths may not be moved without permission from the Festival Committee.
- Vendors cannot sublet, assign, donate or trade your space.
- All vendors are required to have insurance coverage. A copy of the policy must be included with this application listing **Elizabeth City Downtown, Inc. DBA North Carolina Potato Festival, 106 S. Water Street, Elizabeth City, NC 27909 as additional insured.**
- No bull horns or PA systems allowed.

SETUP

- **Vendor** setup time is Friday, May 19th from 1:00 pm to 4:30 pm for vendor participating all three days. (Food Vendors must participate all 3 days)
- **Vendor** setup time is Saturday, May 20th from 6:00 am to 9:00 am for Street Fair exhibitors participating Saturday and Sunday only.
- All vehicles must be removed from the street by 4:30 pm on Friday afternoon and 9:00 am on Saturday morning.
- No vehicle will be allowed back to their area before breakdown on Sunday, May 21st at 6:00 pm. **All vehicles and booths must be removed from the street before 8:00 pm on Sunday, May 21st.**
- Breaking down of booths early is not allowed. (Breaking down early will disqualify you from future events.)
- Overnight security will be provided to monitor the venue, but participant property is left at participant's risk. Participants are encouraged to secure display and booth set-ups and remove valuable items when they close each evening.
- Food/Concessions Vendors must pass inspection by Albemarle Regional Health Services. (Temporary Food Permit Application can be downloaded from our website.) A **separate check (\$75.00) should be made payable to the Albemarle Regional Health Services for inspection fees.** Non-Profits must supply proof of Non-Profit status with application.

ACCEPTANCE / NON-ACCEPTANCE NOTIFICATION

- Notification of non-acceptance will be forwarded to vendors not accepted into the festival the 1st week of May or before.
- Acceptance letters will be forwarded May 1st or earlier.
- Acceptance is a commitment to the show during the festival hours. There will be no early closing of booths. Vendors are expected to remain in place through closing on Sunday at 6:00 pm. Breaking down early will disqualify you from future events.
- **Upon Acceptance, no refunds for any reason-- including late arrival, placement, or inclement weather.**
- Booth location, Vendor passes, parking information and list of items allowed to be sold by vendor will be forwarded to vendor 10-14 days prior to the event.

Booths will be monitored throughout the event. Any items deemed inappropriate must be removed if requested by the Festival. Elizabeth City Downtown, Inc DBA North Carolina Potato Festival assumes no responsibility for lost, damaged or stolen items.

The following business classifications are considered Commercial Vendors:

Financial services:

- Investment counseling

Subscriptions:

- Newspapers
- Magazines

Telecommunications:

- Cable, satellite TV
- Personal electronics
- Telephone service

Health: fitness and medical-related

- Medical and life insurance sales
- Chiropractic
- Acupuncture
- Massage
- Yoga
- Pain relief
- Health/Fitness clubs, training
- Dermatology, cosmetic surgery

Instruction:

- Musical, voice training, dance
- Tutoring
- Self defense
- Dog obedience

Real Estate:

- Realtors, brokers
- Timeshare vacations
- Housing developments

Residential / Commercial Services:

- Kitchen / bath remodeling
- Windows, doors
- Water heaters, water purification systems
- Roofing
- Security systems
- Built-in storage systems
- Synthetic turf

Chain Stores:

- Warehouse clubs
- Home improvement / hardware
- Groceries
- Department stores

NO Seller or Guest may sell, exchange, offer to sell, expose for sale, possess with the intent to sell, exchange, store, transfer any weapons, or obviously harmful products at the "North Carolina Potato Festival" or grounds thereof. Furthermore, prohibited items consist of, but are not limited to, the following:

Prohibited Merchandise

- Ammunition
- Animals
- Bombs
- Bootleg Products
- Counterfeit Merchandise
- Cross-bows
- Drug Paraphernalia
- Fireworks
- Grenades
- Guns
- Knives
- Mace
- Mace-like products
- Martial Art Weaponry
- Pepper Spray
- Pornography
- Rifles
- Stun Guns
- Swords
- Tear Gas
- Tobacco Products
- Vaping Products/Accessories



Elizabeth City Fire Department
Fire Prevention Bureau
PO Box 347, Elizabeth City, NC 27909
Phone 252-338-3913 | Fax 252-338-3912

REQUIREMENTS FOR ALL VENDORS

- *Tents greater than 10 x 10 must be of flame retardant material
- * Compressed gas cylinders must be secured to prevent tipping
- * Tripping hazards shall be avoided with extension cords
- * Extension cords must be used properly and in good working order
- * No fire hydrant shall be blocked

Additional Requirements for Cooking Vendors

- * Any vendor that is frying food of any kind is required to have a Class K fire extinguisher
- * Vendors that are cooking using other means must have a 10 lb. ABC extinguisher
- *All Extinguishers shall be serviced and tagged by a certified company within the last 12 months
- * Gas bottles must be a minimum of 5 feet from cooking appliances

The Fire Marshal and/or a representative of the fire department will conduct an inspection prior to opening each day. The above requirements or any life safety issues found during the inspection must be corrected prior to opening to the public. Any life safety issues discovered during the event must be corrected immediately. Fire department staff will be available throughout the festival to assist you as needed. If you have any questions, feel free to contact the Fire Marshal's office for clarification prior to the festival. During the festival, contact event staff and they will be able to contact a fire department representative to assist you.