



**NORTH CAROLINA POTATO FESTIVAL**  
 ELIZABETH CITY, NORTH CAROLINA

**MAY 17, 18, & 19, 2024**

**Festival Hours**

Friday, May 17 - 5 pm to 11 pm  
 Saturday, May 18 - 10 am to 11 pm | Sunday, May 19 - 10 am to 6 pm

**CONCESSIONS APPLICATION**

**YOU ARE INVITED TO PARTICIPATE IN THE ANNUAL NORTH CAROLINA POTATO FESTIVAL**

This is a family outside festival in downtown Elizabeth City, NC. A limited number of food vendors will be allowed to display and/or sell their goods. No vendor will have exclusive rights to this show. All vendor set-ups must be professional appearance (you are required to have a tent or a trailer) and will be monitored throughout the event. No full horns or PA systems allowed.

CRITERIA: Set-up time is: Friday, May 17<sup>th</sup> from 10:00 am until 1:30 pm. Vendors must pass inspection by the Albemarle Regional Health Services (Temporary Food Permit Application can be downloaded from our website). **You will need to include a separate check (\$75.00) made payable to Albemarle Regional Health Services for inspection fees.** Non-Profits must supply proof of Non-profit status with application. Vendors must submit a complete list of every food item they want to sell. Please include a color picture (non-returnable) of your unit.

The Festival has the exclusive rights to **SELL SOFT DRINK AND BOTTLED WATER**. You may sell fruit drinks.

**VENDORS FEES ARE NONREFUNDABLE (UPON ACCEPTANCE).**

**Fees: Non-Profit: \$150.00 FOR 10 FEET COMMERCIAL: \$325 FOR 10 FEET / \$575 FOR 20 FEET / \$700 FOR 30 FEET**

Spaces are 10'L x 10"W; Additional space can be purchased. Your concessions cannot encroach on other vendors in adjacent spaces. Remember to include trailer tongues, canopies, counters, etc. You will be notified of acceptance and pertinent information will be mailed to you.

**ATTACH YOUR OFFER OF FOODS THAT YOU WOULD LIKE TO SELL.  
 ALL FOOD ITEMS LISTED ARE SUBJECT FOR APPROVAL.**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CURRENT ACTIVE NC SALES TAX NUMBER: \_\_\_\_\_

Application not accepted without tax ID number. If you do not have one, you may obtain one by contacting NC Department of Revenue at 1-877-252-3052 or [www.ncdor.gov](http://www.ncdor.gov).

Elizabeth City Registered Business?  YES  NO If yes, list the Name of the Business: \_\_\_\_\_

Non-Profit?  YES  NO If yes, list your Tax ID Number: \_\_\_\_\_

Electricity: **Amperage requirement must be listed in advance:** *Electrical needs must be specific. Additional Costs May Apply. You must bring your own electrical adapters. PLEASE SEND A PICTURE OF YOUR PLUG DIMENSIONS.*

**All vendors are required to have insurance coverage.**

**Liability Insurance Information** (Please provide a Certificate of Liability Insurance with your application)

- Yes, I have Liability Insurance. A copy of the policy must be included with this application listing **Elizabeth City Downtown, Inc. DBA North Carolina Potato Festival, 201 E. Main Street, Elizabeth City, NC 27909 as additional insured.**

***THANK YOU FOR YOUR PARTICIPATION***

This is a family outdoor show open to all artists and craftsmen. A limited number of commercial vendors will be allowed to display and/or sell their goods. Sales tax collection and payment to the State of North Carolina is the responsibility of the participant. No vendor will have exclusive rights to this show. No flea market or fair items are allowed. All vendor set-ups must be professional in appearance. No bull horns or PA systems. No political booths.  
Booths will be monitored throughout the event.

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**THE NORTH CAROLINA POTATO FESTIVAL RESERVES THE RIGHT TO DENY ANY APPLICATION**

The undersigned hereby indemnifies and shall defend and hold harmless Elizabeth City Downtown, Inc. DBA The North Carolina Potato Festival, its officers, the Festival Committee, participants, directors, volunteers, employees, sponsors, and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of their agreement, including those arising out of injury or death of participant's employees or subcontractors, whether arising before, during or after completion of services hereunder and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault or negligence of participant or its employees agents or subcontractors. Elizabeth City Downtown, Inc DBA North Carolina Potato Festival assumes no responsibility for lost, damaged or stolen items. The undersigned agrees to abide by the rules established by the NC Potato Festival Steering Committee. Those not in compliance will be suspended from future participation and are subject to removal with no refund or fee. The undersigned gives permission for photos and description of his/her work to be used for festival promotional purposes.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please mail completed application, photo of booth, and Certificate of Insurance **with fee to:**  
North Carolina Potato Festival, Attn: Jeff Clark, Concession Chairperson, 201 E. Main Street, Elizabeth City, NC 27909  
If you have any questions, please call: 910-352-0503 or e-mail: [ncpfentertainment@gmail.com](mailto:ncpfentertainment@gmail.com)