



# North Carolina Potato Festival

## Street Fair Vendor Rules and Regulations

**May 15, 16, & 17, 2026**

### Festival Hours

**Friday, May 15 – 5 PM to 11 PM**

**Saturday, May 16 – 10 AM to 11 PM**

**Sunday, May 17 – 10 AM to 6 PM**

### Booth Spaces Available

- 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.

### Booth Space

- 10' x 10' booth space. Additional space may be purchased. Remember to include trailer tongues, canopies, counters, etc., in the calculation of the space you require.
- All vendor set-ups must be professional in appearance. A color picture of the set-up is required with the 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.
- The Festival goes on rain, shine, or wind. We are on the water—be prepared for the wind, and use adequate weights.
- **Vendors MUST stay within their allotted booth space.** (They may not encroach on other vendors' spaces or distribute or stand in the thoroughfare.)
- No flea market or fair items are allowed.
- No booth space sharing is allowed between multiple vendors.
- No bullhorns or PA systems are allowed.
- The application must include a full list of items the vendor would like to sell/display/hand out. 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** and may not be sold or given away to festival attendees. You may sell fruit drinks and teas that are freshly made, not commercially produced.
- 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 are allowed within the booth area.
- Vendors are responsible for collecting and reporting their own taxes.
- 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 A Revitalization Corporation, DBA North Carolina Potato Festival, 106 S. Water Street, Elizabeth City, NC 27909 as additional insured.

### Setup/Breakdown

- **Vendor setup time varies.**
- **Concessions/Food Vendors set up time is Friday, May 15, 2026, beginning at 10:00AM. All other vendors participating all 3 days may begin setup on Friday, May 15, 2026, at 1:00PM. ALL 3-day vendors should be set up by 4:00PM on Friday, May 15, 2026.** Food Vendors must participate all 3 days - all other vendors optional but need to indicate preference on application. All vehicles must be removed from the street by 3:30PM on Friday afternoon.
- **Street Fair Vendors participating Saturday and Sunday ONLY, your Vendor setup time is Saturday, May 16, 2026, from 7:00AM - 9:00AM. All vehicles must be removed from the street by 8:30AM on Saturday morning.**
- No vehicle will be allowed back to their area before breakdown on **Sunday, May 17, 2026, at 6:00PM.**
- **All vehicles and booths must be removed from the street before 8:00PM on Sunday, May 17, 2026.** Breaking down of booths early is not allowed and 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.
- **Tented Food Vendors** are required to provide ground covering for their booth(s) to protect the pavement. Examples include tar paper and roofing felt paper.
- **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 1<sup>st</sup> week of May or before.
- Acceptance letters will be forwarded May 1<sup>st</sup> 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 6:00PM. 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 a list of items allowed to be sold by vendors will be forwarded to vendors 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 A Revitalization Corporation DBA North Carolina Potato Festival assumes no responsibility for lost, damaged or stolen items.

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

**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:**



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

**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

**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**

- **ALL food tents must be certified flame retardant material if you are cooking.**
- 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.
- If your trailer is equipped with a **hood suppression system**, it must be serviced and tagged by a certified company, and be within date.

**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. Any questions specific to these requirements, please call the Elizabeth City Fire Department directly at the number provided above. During the festival, contact event staff and they will be able to contact a fire department representative to assist you.

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