

Date Received: _____ Amount: _____ Check #: _____ Ins. _____ Space #: _____

Office use only.



NORTH CAROLINA POTATO FESTIVAL

ELIZABETH CITY, NORTH CAROLINA

MAY 16, 17, & 18, 2025

Festival Hours

Friday, May 16 - 5 pm to 11 pm

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

ARTIST, ARTISANS, NON-PROFIT & COMMERCIAL VENDOR APPLICATION

(CONCESSION VENDORS MUST USE CONCESSION'S VENDOR APPLICATION)

VENDOR TYPE

(Select One)

Artist, Artisan, Non-Profit \$125/space

Commercial \$225/space

Saturday & Sunday Exhibitors - Setup is Saturday 6:00 am - 9:00 am

Friday, May 16 is an optional show date for Street Fair exhibitors and is offered to you at no additional cost.

Select here if you will be participating on Friday, May 16

Friday Exhibitors - Setup is Friday 1:00 pm - 4:30 pm

Yes I Need Electricity (110v/15amp) \$25/space

VENDOR FEES ARE NONREFUNDABLE (UPON ACCEPTANCE).

Booths remaining open after 10pm must have lights. Early break down is not permitted.

Street Fair exhibitors may remain open until the end of the entertainment each night.

Type or Print Clearly You will be notified of acceptance and pertinent information will be mailed or emailed to you.

BUSINESS OR

ORGANIZATION: _____

CONTACT NAME _____

FIRST NAME

LAST NAME

MAILING ADDRESS: _____

ADDRESS

CITY

STATE

ZIP

EMAIL ADDRESS: _____

PHONE: _____

MAIN

CELL

FAX

DESCRIPTION OF PRODUCTS/SERVICES TO BE

SOLD/DISPLAYED: _____

CURRENT ACTIVE NC SALES _____

TAX ID 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.

Is your Business Registered in Elizabeth City? YES NO

If yes, list the Name of the Business: _____

Non-Profit? YES If yes, list your

NO Tax ID Number: _____

Electricity: Amperage requirement must be listed in advance: Electrical needs must be specific.

OVER - COMPLETE INSURANCE & SIGN REVERSE OF FORM

PAPER FORMS WILL NOT BE ACCEPTED

PLEASE COMPLETE ONLINE APPLICATION

Thank You

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 A Revitalization Corporation DBA North Carolina Potato Festival, 106 S. Water Street, Elizabeth City, NC 27909 as additional insured.**

Liability Insurance can be secured from your local insurance agent or online at www.actinsurance.com.

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.

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 A Revitalization Corporation DBA 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 A Revitalization Corporation 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: Michelle Clark, Street Fair Chairperson, 106 S. Water Street, Elizabeth City, NC 27909

If you have any questions, please call: 252-338-4104 or e-mail: mclark.ncpotatofestival@gmail.com