



**NORTH CAROLINA POTATO FESTIVAL**  
ELIZABETH CITY, NORTH CAROLINA  
**MAY 19, 20 & 21, 2017**

**Festival Hours**  
Friday, May 19 - 5 pm to 11 pm  
Saturday, May 20 - 10 am to 11 pm | Sunday, May 21 - 11 am to 6 pm

**VENDOR APPLICATION**

(CONCESSION VENDORS MUST USE A CONCESSION'S VENDOR APPLICATION)

**Select Vendor Type**  
(Select One)

- Hand-crafted Arts/Crafts** ..... \$100/space
- Non-profit** ..... \$100/space
- Commercial** ..... \$200/space

**Select Day(s) You Will Participate**  
(Select One – Choice Predicates Placement)

- ALL THREE DAYS** (Friday, Saturday, & Sunday)
- Two Days** (Saturday & Sunday)
- One Day** (Saturday only – exit time 6 pm)

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

**Booths remaining open after 6 pm must have lights. Early break down is not permitted.**

Friday, May 19 is an optional show date for craft exhibitors and is offered to you at no additional cost. You **MUST** indicate above the dates you will be participating. Crafters 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 NUMBER: \_\_\_\_\_  
Application not accepted without tax number. If you do not have one, you may obtain one by calling NC Department of Revenue: 1-877-252-3052

Do you have an Elizabeth City Business Permit?  YES  NO If yes, list the Name of the Business: \_\_\_\_\_

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

Electricity: Explain what equipment you plan to run from your outlet(s). \_\_\_\_\_

OVER – COMPLETE INSURANCE & SIGN REVERSE OF FORM

Office use only.  
Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Ins. \_\_\_\_\_ Space #: \_\_\_\_\_

**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, 106 S. Water Street, Elizabeth City, NC 27909 as additional insured.
- No, I do not have Liability Insurance. Due to new insurance issues, if you do not have liability insurance, we cannot add you as additional insured under our insurance and **you will not** be able to participate in our event this year.

Liability Insurance can be secured from your local insurance agent or online at [www.actinsurance.com](http://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, 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: Michelle Clark, Arts & Crafts 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](mailto:mclark.ncpotatofestival@gmail.com)

**PROPOSED VENDOR PLACEMENT**

*Final Placement will be sent with Vendor Packets the first week of May.*



# 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, 2017**

### Festival Hours

Friday, May 19 - 5 pm to 11 pm  
Saturday, May 20 - 10 am to 11 pm  
Sunday, May 21 - 11 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. 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. No unapproved items are allowed. The Festival has the exclusive rights to **ALL SOFT DRINKS AND BOTTLED WATER.**)
- 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.
- 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. Please provide a Certificate of Insurance with your application.
- No bull horns or PA systems allowed.

### SETUP/BREAKDOWN

- **Artists and Artisans/Commercial vendor** setup time is Friday, May 19 from 2:00 pm to 4:30 pm and Saturday, May 20 from 5:30 am until 8:30 am. For **Food Vendors only**, setup will be Friday, May 19, from 2:00 pm to 4:30 pm.
- All vehicles must be removed from the street by 4:30 pm on Friday afternoon and 8:30 am on Saturday morning.
- No vehicle will be allowed back to their area before their designated exit time.
- You must abide by the exit time you select.
- 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 the Pasquotank County Health Department. (Health Department Application can be downloaded from our website.) **A separate check (\$75.00) should be made payable to the Pasquotank County Health Department 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 first week of May or before.
- Acceptance letters will be forwarded May 1 or earlier.
- **Upon Acceptance, no refunds after April 1, 2017 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 will 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 NORTH CAROLINA POTATO FESTIVAL RESERVES THE RIGHT TO DENY ANY APPLICATION**

**The following business classifications are considered to be 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

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