



# NORTH CAROLINA POTATO FESTIVAL

## MAY 19, 2012

### ELIZABETH CITY, NORTH CAROLINA

#### ARTS AND CRAFTS APPLICATION

#### YOU ARE INVITED TO PARTICIPATE IN THE NORTH CAROLINA POTATO FESTIVAL

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. 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.

**TENTS ARE MANDATORY FOR ALL BOOTHS.** Booths will be monitored throughout the event.

Our set-up time is: Saturday, May 19th from 5:30 am until 8:30 am

All vehicles must be removed from the street by 8:30 am on Saturday morning. No vehicle will be allowed back to their area before 6:00 pm. Breaking down of booths early is not allowed. You must abide by the exit time you select. Elizabeth City Downtown, Inc DBA North Carolina Potato Festival assumes no responsibility for lost, damaged or stolen items. All booth spaces are 10 X 10.

**Upon Acceptance, no refunds after April 1, 2012 for any reason-- including late arrival, placement, or inclement weather.**

**Fees: ARTS AND CRAFTS: \$100.00 NON-PROFIT/INFORMATIONAL: \$100 COMMERCIAL: \$150.00**

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

NAME: \_\_\_\_\_

TYPE OF BOOTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

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

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

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

Exit Time (select one): 6 pm exit  10 pm exit

**Booths selecting 10 pm exit, must have lights. Exit time will predicate your booth placement.**

Electricity?  YES If yes, amperage requirement must be listed in advance: \_\_\_\_\_

**Electrical needs must be specific. Additional Costs May Apply**

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

The undersigned hereby discharges Elizabeth City Downtown, Inc. DBA The North Carolina Potato Festival of any and all claims, damages and suits from or loss to the undersigned's property during the event. 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.

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

Please mail completed application **with fee and photo of booth to:**

North Carolina Potato Festival, Attn: Michelle Clark, Arts & Crafts Chairperson, 507 East Main Street, Suite N, Elizabeth City, NC 27909

If you have any questions please call: 252-338-4104 or e-mail: [ElizabethCityDowntown@embargmail.com](mailto:ElizabethCityDowntown@embargmail.com)

# NORTH CAROLINA POTATO FESTIVAL

A family festival in downtown Elizabeth City filled with fun, food and entertainment for the whole family.

## 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.

### 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 recommend to secure tents.)
- **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 full list of items vendor would like to sell. (All items to be sold are subject to approval. The Festival has the exclusive rights to **ALL SOFT DRINK AND BOTTLED WATER.**)
- No vendor will have exclusive rights to this show.
- No bull horns or PA systems allowed.

### SETUP

- Setup time is Saturday, May 19th from 5:30 am until 8:30 am.
- All vehicles must be removed from the street by 8:30 am on Saturday morning.
- No vehicle will be allowed back to their area before their designated exit time. (6pm or 10pm)
- 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.)
- 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 1<sup>st</sup> week of May or before.
- Acceptance letters will be forwarded May 1<sup>st</sup> or earlier.
- **Upon Acceptance, no refunds after April 1, 2012 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**