

Instructions for Completing Application

Applications are for consideration of space only, and do not guarantee you a location in the fair. Space is in great demand with very low turnover. Less than 5% of all applications normally are accepted. N. C. State Fair does not maintain a waiting list.

If chosen to be part of the North Carolina State Fair, you will be notified by telephone.

We are seeking products not currently available at the fair something distinctive, unique, and attractively showcased. We aim for a balanced variety of similar products and services distributed evenly across the fairgrounds.

No further communication will be exchanged with you until or unless a license agreement opportunity presents itself.

Due to the high volume of vendor space applications, we request that all completed applications along with color photos of your booth setup and products (front, back and sides) be mailed to Letrice Midgett at 1010 Mail Service Center, Raleigh, NC 27699. Please note that photos and samples of your products will not be returned.

When submitting your photos, include images of the front, back, and sides of your booth. AI-generated images will not be accepted.

Rates given are subject to change without notice.

Food and Beverage Concessionaires are required to pay a 15% (13% for verified non-profit) license fee on their gross sales after any applicable sales tax. **Food and Beverage Concessionaires will be classified based on whether products sold are consumable on the Fairgrounds.**

For all food and beverage concessionaires paying a percentage license fee: a non-refundable deposit equal to the flat rate charged based on front footage or square footage will be credited toward your total license fees.

After acceptance as a Vendor, the deposit schedule is as follows: \$100 is due by June 1st, and the remaining balance must be paid by August 1st. Once received, the deposit will be credited toward the initial license fees payable during the fair.

Food and Beverage Concessionaires' sales must be recorded exclusively through the Clover POS system, as the Fair is a Clover-only event.

The list of products you are requesting to sell/display/promote/give-away/drawing and sampling, must be specific. **Do not indicate etc or accessories.**

North Carolina State Fair reserves the right to select the items a company can sell. Only approved items will be listed on your license agreement. No refund or modifications to your product menu after August 1st.

Any brochures, handouts, or catalogs that will best describe your product should be included with your application and must be pre-approved for distribution during the fair.

List three business references or fair/festival references.

Once approved you will need to provide the following: Food and Beverage Concessionaires must provide a certificate of Product Liability Insurance, and all other Exhibitors must provide General Liability Insurance; listing North Carolina Department of Agriculture & Consumer Services (NCDA&CS) as additional insured in the amount of \$1,000,000.00 due by August 1st. NAIC# needs to be listed for each Insurer. If you need a golf cart that coverage needs to be listed on your insurance policy. Also, each vendor must have auto liability insurance in the amount of \$300,000.

No tent set ups or covering the top of a booth is permitted inside of buildings.

The distribution of **Stickers** in any manner or advertising material having a gummed or adhesive backing, such as labels, lapel badges, car bumper or window stickers, etc. is **prohibited** on the State fairgrounds. Concessionaires and Exhibitors found distributing such material shall immediately forfeit all space rights and, in addition, may be held financially responsible for all damages resulting from these materials being affixed to State Fair property and the cost of removal.

Front footage includes ALL parts of a concessionaire's operation **INCLUDING** awnings, tent stakes, trailer hitches, lights, flags & etc.

All vendor spaces are subject to measurement by designated Fair staff, with penalties for non-compliance with licensed space.

Rates for outside space is minimum of 10 ft; with additional space sold in 5 ft increments. Example: 12 X 10 space will be licensed for 15 X 10 space.

If you have any questions about becoming a vendor, please contact Letrice Midgett, Commercial Space Administrator at (919) 839-4502 or email Letrice.Midgett@ncagr.gov.