

Instructions for Completing Application

Applications are for consideration of space only, and do not guarantee you a location in the festival. Space is in great demand with very low turnover. Less than 5% of all applications are accepted. If chosen to be part of the Got to Be NC Festival, you will be notified by telephone. **We are looking for products that we do not have at the festival; something different, unique and attractively presented. No further communication will be exchanged with you until or unless an opportunity presents itself.**

Due to the volume of applications, we receive for vendor/exhibitor space, we ask for all applications and color photos of your booth set-up to be mailed to Letrice Midgett, 1010 Mail Service Center, Raleigh, NC 27699. Photo(s)/Samples of your product will not be returned.

Rates given are subject to change without notice.

If you are applying for more than one booth space, you must submit separate applications for each.

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

Got to Be NC Festival/N. C. State Fair reserves the right to select the items your company can sell. Only approved items will be listed on your contract.

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 festival.

Color Photos of your product and booth set-up are required.
Photos/Samples of your product will not be returned.

Incomplete applications and applications received after the deadline of **March 1st** will not be considered or returned.

List three business/fair or festival references.

No tent set ups are allowed in the buildings.

All approved Food 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**. If you need a golf cart, that coverage needs to be listed on your insurance policy. If you have a personal vehicle(s) or stock trucks on the fairgrounds property, you are required to have a \$300,000 Automobile Liability insurance on your insurance policy.

Front footage includes ALL parts of a concessionaire's operation INCLUDING awning, tent stakes, trailer hitches, lights, flags. All vendor spaces are subject to measurement by Fair staff; with penalties for non-compliance with contracted space.

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, 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.

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