



Thanks for your interest in Pittsboro's annual Fall Street Fair. Pittsboro Parks is seeking food, and craft vendors as well as non-profit organizational booths to help continue to attract large crowds for a day of family oriented fun. We typically draw over 5,000 attendees.

2016 PITTSBORO FALL STREET FAIR
VENDOR APPLICATION
SATURDAY, OCTOBER 29, 2016
 10AM TO 5 PM RAIN OR SHINE
 ~24 HANKS STREET

Application Deadlines:

Sept. 19, 2016	Standard Fees apply to applications and payments received on or before this date
Sept. 20 – Sept 30, 2016	\$30 late fee will apply to applications and payments received between these dates
September 30, 2016	No applications will be accepted past this date

Vendor Selection:

Vendors will be selected based on the quality of the products that they're offering. To ensure variety and quality, Pittsboro Parks reserves the right to limit vendors whose products are significantly similar. Handmade arts and craft items are preferred to commercially produced items, but commercially produced items are allowed. **Provide a detailed description of the products you're offering with photos if they help to convey what you're offering.** Your detailed description helps us to select the best vendors and also helps us to best place your booth for optimal sales. You will be notified of your acceptance as soon as possible after we receive your application but no later than September 29, 2016.

Booth Spaces:

All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and etc., must fit within this dimension. You can reserve more than one space to accommodate larger displays. Most food trucks will require 2 rental spaces. (10'x20') Pittsboro Parks will not provide chairs, tents, tables or other equipment to vendors. Tents must be adequately secured to protect against high winds. Vendors will be responsible for any damages from tents not being properly secured.

Electrical hook ups are scarce and will be limited to food vendors only on a first come first serve basis. Other food vendors must use generators with dba decibel ratings under 68.

Set Up/ Breakdown Timeline:

- 6:00 am to 7:00 am Trailers and larger vehicles must set up within this time period
- 7:00 am to 9:00 am All other vendors set up within this time period
- 9:00 am All vehicles must be unloaded and out of the display area before 9:00 am
- 5:00 pm Breakdown - No vehicles allowed in the show area until this time for safety

Food Vendor Regulations:

Any vendor selling any type of food or drink, including church or non-profit groups, must comply with all Chatham County Public Health Department requirements including the submittal of a Temporary Food Establishment (TFE) application which is obtainable here: <http://www.chathamnc.org/Index.aspx?page=1424>. Please contact Melissa McKenzie at 919-542-8294 or Melissa.McKenzie@chathamnc.org for more info.

Insurance Requirements for Beer Vendors:

All commercial beer vendors must have liability insurance naming the Town of Pittsboro as an additional insured with a combined single limit not less than \$1,000,000 per occurrence. A copy of the insurance certificate must be submitted before September 30, 2016. Some insurance carriers ask for an address for the town: PO Box 759, Pittsboro NC 27312.

Rain Dates: There are no rain dates; booth fees are non-refundable.

Application Form: (type or print legibly)

Your name: _____

Business Name/ Organization: _____

Email: _____

Mailing Address: _____

Website: _____

Daytime Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____

Detailed Product Description (mandatory):

Special Requests: *(We will try to accommodate if we can - ie. Do you have a preference to be near the bandstand or not? [High-traffic but loud] Same spot as last year, etc.)*

Category	Rate per 10'x10'booth	# of booths	Totals
Commercial Food	\$60		
Non-Profit Organization Food	\$25		
Non-Profit Organization	\$25		
Arts or Crafts (Handmade by Vendor)	\$35		
Non-Food Vendor (non-handmade {by the vendor} goods)	\$50		
Application submitted after Sept 20, 2016	Additional \$30		

Electrical service for 1 @ 110 volt 20 amp outlet*	\$40	
Electrical service for 1 @ 220 volt outlet*	\$50	

* electrical for food vendors only

Submittal:

<p>Make Checks Payable to: Town of Pittsboro Send check & completed form to: Town of Pittsboro – Attn: Street Fair PO Box 759 Pittsboro, NC 27312</p>	<p>For Questions & Info contact: Cassandra Bullock 919-542-4621 cbullock@pittsboronc.gov For expedited processing email application form to: cbullock@pittsboronc.gov <i>No applications accepted after September 30, 2016</i></p>
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