

# 2021 Pittsboro Street Fair

## Vendor Application



Event Date: Saturday October 30, 2021  
Event Hours: 10:00am - 4:00pm (rain or shine)  
Event Location: 50 W. Salisbury Street

*Thank you for your interest in Pittsboro's Fall Street Fair. The Town of Pittsboro is excited to attract great food and craft vendors, as well as non-profit organizations, to join us in providing a fabulous day of fun and merriment for our community.*

### **Application Deadlines:**

|                         |  |
|-------------------------|--|
| September 9, 2021       | Early Registration Fees apply to applications and payments received on or before this date |
| September 10 – 30, 2021 | \$35 additional fee will apply to applications and payments received between these dates   |
| September 30, 2021      | Applications will be NOT accepted past this date   |

### **Vendor Selection:**

Vendor selection is based on the quality of the products being offered. To ensure variety and quality, the Town of Pittsboro reserves the right to limit vendors whose products are significantly similar. Handmade arts and craft items are preferred to commercially produced items. Commercially produced items are allowed, but the Town reserves the right to select one vendor per company on a first come, first serve basis. Please provide photos and a detailed description of the products you are offering. The detailed description helps us to select appropriate vendors and assists us to best place the booths for optimal sales. Vendors will be notified of your acceptance within weeks of your application receipt.

### **Booth Spaces:**

Booth Spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and etc., must fit within this dimension. Vendors may reserve more than one space to accommodate larger displays. Most food trucks will require 2 rental spaces. (10'x20') Pittsboro does 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 that are not properly secured.

Electrical hook ups are scarce and will be limited to food vendors only on a first come first serve basis. Due to the volume concerns and the proximity of tents, we cannot accommodate generators of any kind. The use of generators is prohibited.

### **Set Up/ Breakdown Timeline:**

|                   |  |
|-------------------|--|
| 6:00 am - 7:00 am | Trailers and larger vehicles must set up within this time slot                           |
| 7:00 am - 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                 |
| 4:00 pm           | Breakdown - For safety reasons no vehicles are allowing in the show area until this time |

### **Food Vendor Regulations:**

Vendors 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 by October 7, 2021. For more information and application please visit <https://www.chathamcountync.gov/government/departments-programs/environmental-health/food-lodging-and-institutions/food-service/temporary-food-establishments>. Lisa Morgan at 919-545-8309 or [lisa.morgan@chathamcounty.nc.gov](mailto:lisa.morgan@chathamcounty.nc.gov).

### **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, 2021. 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.

