

## 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. If chosen to be part of the North Carolina State Fair, you will be notified by telephone. **We are looking for products that we do not have at the fair; something different, unique and attractively presented. No further communication will be exchanged with you until or unless a contract opportunity presents itself.**

Due to the volume of applications, we receive for vendor 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.

The list of products you are requesting to sell/display/promote/give-a-way/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 contract. No menu/product changes after September 1<sup>st</sup>.

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 Concessionaires must provide a certificate of Product Liability Insurance and all other Exhibitors must provide General Liability Insurance; listing North Carolina Department of Agricultural & Consumer Services (NCDA&CS) as additional insured in the amount of \$1,000,000.00 due by Sept 1<sup>st</sup>. NAIC# need to be listed for each Insurer. If you need a golf cart that coverage need to be listed on your insurance policy. Also, each vendor must provide auto liability insurance in the amount of \$300,000.

No tent set up are allowed in buildings.

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 contracted 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](mailto:Letrice.Midgett@ncagr.gov).