



## 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 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-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.

Incomplete applications and applications received after deadline of **July 1<sup>st</sup>** will not be considered or returned.

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 State Fair as additional insured in the amount of \$1,000,000.00 due by Sept 1<sup>st</sup>**. 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.

Front footage includes all parts of a concessionaire's operation including awning, 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).