



2019 NC STATE FAIR “GOT TO BE NC” EXHIBIT TENT RULES AND REGULATIONS



APPLICANT:

- **Booth Rates:**
 - **Single booth/single shift is \$425.00.** You may choose between Shift 1 (Thursday, October 17 – Tuesday, October 22) or Shift 2 (Wednesday, October 23 – Sunday, October 27).
 - **Single booth/double shift is \$720.00.** Requires a commitment for the duration of the fair, open until close (Thursday, October 17 – Sunday, October 27).
 - **Double booth/double shift is \$1,100.00.** Requires a commitment for the duration of the fair, open until close (Thursday, October 17 – Sunday, October 27).
- Applicant must be a member of the Got To Be NC marketing program and /or the NC Specialty Foods Association.
- Only products grown, caught raised or made in North Carolina may be sold in your booth.
- Beer, wine or spirit vendors are not eligible for booth space.
- No CBD or products containing CBD may be shown, sampled or sold.
- The Got To Be NC Exhibit Tent is a juried event. Application does not guarantee acceptance. To ensure a variety of products, we reserve the right to limit the number of exhibitors from the same product category or if the product does not fit the criteria of the event.
- In the event of a sell-out, your company may be placed on a waiting list.
- All fees are non-refundable. Refunds will not be issued unless the event is cancelled by the NCDA&CS.
- Approved applicants must contact us immediately if you are unable to attend.

BOOTH SET-UP:

- Each booth will be 8' x 8' and include two (2) 6' skirted, counter height tables, two (2) upholstered bar stools, and one (1) 2' x 3' sign with your company logo on it.
- Exhibitors may not hang their own banner on the back wall of the booth or use any kind of banner as a backdrop in their booth.
- Exhibitors may hang their banner on the front table of their booth if it fits the size of the table.
- Booth materials may not exceed 8' in height. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. NCDA&CS staff will remove items over the height restriction or items that obstruct sight lines.
- All items intended for use in the booth must be contained in the booth. No easels, chairs, tables or staff may be outside the booth during the event.
- Music or flashing lights are not allowed in booths.
- Liquid propane, combustibles or deep-frying pans are not allowed in the booths. Each booth must contain a fire extinguisher to combat type B and C fires.

BOOTH MANAGEMENT:

- Exhibitor hours of operation are October 17: Noon – 9:45 PM, October 18 – 27: 9:00 AM – 9:45 PM.
- Booths must be open and staffed during the operating hours.
- Any exhibitor that closes their booth prior to 9:45 PM will be asked to remove their belongings.
- Companies will be notified if employees leave the booth before closing.
- Booths must be neat and clean at all times. Exhibitors will be responsible for the disposal of trash before leaving the exhibit at the end of the night.
- Exhibitors must keep sufficient product/samples in inventory.
- Sampling of products is required, and exhibitors may not charge for samples.
- Exhibitors are responsible for securing their cash boxes, registers, etc.

SET-UP and TAKE-DOWN:

- **Shift 1 exhibitors** – Set-up: Booths need to be completely set-up and in place by 10:00 AM on Thursday, October 17. Take-down: Booths need to be completely dismantled and all property removed after exhibit closing on Tuesday, October 22.
- **Shift 2 exhibitors** – Set-up: Booths need to be completely set-up and in place by 8:30 AM on Wednesday, October 23. Take-down: Booths need to be completely dismantled and all property removed by 10:00 AM on Monday, October 28.



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PARKING and ADMISSION:

- Exhibitors will not be permitted to operate any motor vehicle on the fairgrounds while the fair is open.
- Exhibitors will receive one Delivery Vehicle Permit allowing you to drive onto the fairgrounds in the morning before the gates open (12:01 AM – 8:00 AM) to unload product. Vehicles not removed by 8:00 AM, will be towed at the owner’s expense.
- NCD&CS will not provide exhibitors with parking passes. Exhibitors are responsible for parking and may park for free at any of the public lots located close to the fairgrounds.
- Exhibitors working Shift 1 will be required to turn in their Delivery Vehicle Permit on Tuesday, October 22, 2019.
- Each booth will receive two (2) admission passes per day.

INSPECTION:

- Products being sampled/sold must come from an inspected production facility.
- Exhibitors will need to be prepared to verify the inspection of their production site by either the NCD&CS or their local health department.

INSURANCE:

- A Certificate of Liability Insurance must be included with the application. Minimum requirements are \$1,000,000 Combined Single Limit for each occurrence.
- An insurance company licensed to do business in North Carolina must issue the certificate.
- **NCD&CS and NC State Fair must be named as certificate holder and additional insured. The effective dates of the certificate must cover the duration of the fair, October 17 – 27, 2019. The certificate holder’s address must be listed as 1025 Blue Ridge Rd, Raleigh NC 27607. (Example of certificate included.)**

LIABILITY CLAUSE:

- Each exhibitor will be liable and responsible for the products they exhibit and for the actions of the individuals representing the company and/or products. While as the host of the exhibit, the NCD&CS is not liable or responsible for any damages or additional costs the exhibiting company requires that have not been prearranged by the NCD&CS. The NCD&CS will be responsible only for the actions of its employees pursuant to North Carolina law.

CANNABIDIOL (CBD):

- Cannabidiol (CBD) is considered a Schedule I controlled substance by the Federal Drug Enforcement Administration under the Controlled Substances Act. The federal Food and Drug Administration currently considers CBD added to food products and CBD marketed as a dietary supplement to be “prohibited acts” within its regulations. Accordingly, no CBD or products containing CBD may be show, sampled or sold.
- NCD&CS reserves the right to notify appropriate authorities with regard to possession or sale of CBD or products containing CBD on the premises.

CONTACT INFORMATION:

Questions? Contact Exhibitor Coordinator, Sherry Barefoot at 919-707-3154, 919-723-6207 or sherry.barefoot@ncagr.gov.

Vendor Rules and Regulations are subject to change and may be sent via email prior to the beginning of the event. By signing the Exhibitor Application, exhibitors are agreeing that they have read and will abide by all Rules and Regulations above and those sent at a later time by the NCD&CS. Exhibitor also agrees each individual representing the Exhibitor in the Got To Be NC exhibit tent will be made aware of and abide by the Rules and Regulations.

Keep a copy of your application and the Rules and Regulations for your records.