



2022 NC STATE FAIR “GOT TO BE NC” PAVILION RULES AND REGULATIONS

APPLICANT:

- **Booth Rates:**
 - **Single booth/single shift is \$425.00.**
You may choose between Shift 1 (Thursday, October 13 – Tuesday, October 18) or Shift 2 (Wednesday, October 20 – Sunday, October 24).
 - **Single booth/double shift is \$720.00.**
Requires a commitment for the duration of the fair, open until close (Thursday, October 13 – Sunday, October 23).
 - **Double booth/double shift is \$1,100.00.**
Requires a commitment for the duration of the fair, open until close (Thursday, October 13 – Sunday, October 23).
- All participants must be approved members of the Got to Be NC marketing program and be listed in the [Got to Be NC Find Local Directory](#). To ensure that you are listed in the Find Local Directory, go to <https://gottobenc.com/members/member-update/>. Applications will not be approved for companies who have not updated their profiles in the Find Local Directory.
- Only approved products grown or manufactured in North Carolina may be sold in your booth.
- Beer and spirit vendors are not eligible for booth space.
- The Got to Be NC Pavilion 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 10' x 10' 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-fryers are not allowed in the booths. Each booth must contain a fire extinguisher to combat type B and C fires.

BOOTH MANAGEMENT:

- Exhibit hours of operation are October 13: Noon – 9:45 pm, October 14 – 24: 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 always be neat and clean. 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 13. Take-down: Booths need to be completely dismantled and all property removed after exhibit closing on Tuesday, October 18.
- **Shift 2 exhibitors** – Set-up: Booths need to be completely set-up and in place by 8:30 am on Wednesday, October 19. Take-down: Booths need to be completely dismantled and all property removed after the exhibit closes on Sunday night after 9:45 pm and no later than 10:00 am on Monday, October 24.

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 (1) 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.
- NCDA&CS will not be able to 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 18, 2022.
- Each booth will receive two (2) admission passes per day.

INSPECTION:

The NCDA&CS Food & Drug Protection Division performs food safety inspections at all food and beverage vendors that are not under inspection by the Local County Health Department. Vendors are required to comply to sell at any local and county fairs in the state of North Carolina.

- 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 NCDA&CS or their local health department.

- Any vendor preparing, cutting, baking, serving products for retail sale will need a dedicated handwashing station, running water at suitable temperature, towels, and hand soap. Vendors who sell drinks such as lemonade, soda, and tea (in single-serve cups) and vendors who sell dipped ice cream, popcorn, candied apples, cotton candy, funnel cakes, doughnuts, and peanuts will also need a handwashing station with running water at suitable temperature, towels, and hand soap. These vendors may also require inspections by Food & Drug Inspection.

****Vendors must provide their own hand sink. NCDA&CS can no longer provide hand sinks to vendors.** If you have questions regarding the type or criteria for required hand sinks, please contact John Minchew, Food Compliance Officer, at john.minchew@ncagr.gov or 252-886-0844.

INSURANCE:

- A Certificate of Liability Insurance must be included with the application and payment. 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.
- **NCDA&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 13 – 23, 2022.** The certificate holder’s address must be listed as **1025 Blue Ridge Rd, Raleigh NC 27607.** (Example of certificate included.). Applications without certificates will not be accepted.

NC SALES & USE TAX:

All exhibitors must include a valid NC Sales & Use Tax Number on their application. We are required to provide NC Department of Revenue with a list of vendors and their contact information.

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 NCDA&CS is not liable or responsible for any damages or additional costs the exhibiting company requires that have not been prearranged by the NCDA&CS. The NCDA&CS will be responsible only for the actions of its employees pursuant to North Carolina law.

CANNABIDIOL (CBD):

The US Food and Drug Administration currently considers the following to be “prohibited acts” within its regulatory authority:

- The sale of food products to which CBD has been added
- The sale of CBD products as a dietary supplement
- The sale of CBD products that have been marketed with health claims

Accordingly, no CBD products may be sold that fall within any of these categories. Tinctures, salves, and other products that do not fall within any of these three categories may be sold on the premises if the products meet all other state and federal regulations.

CONTACT INFORMATION:

Questions? Contact Exhibitor Coordinator, Brenna Favara at (919) 707-3152, or brennafavara@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 NCDA&CS. Exhibitor also agrees each individual representing the Exhibitor in the Got to Be NC Pavilion 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.