

RULES AND REGULATIONS



APPLICANT INFORMATION

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. 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. 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.

BOOTH / SHIFT INFORMATION

HOURS: 9:00 am-9:45 pm (*Opening Day Begins at Noon*)

SHIFT OPTONS	SHIFT TYPE	BOOTH TYPE	RATE	# ADMISSION TICKETS	VEHICLE PERMITS
Shift One: Thursday, 10.12.23- Tuesday, 10.17.23	Single Shift:	Single Booth	\$450	Single Shift / Single Booth: Shift One: 12 Tickets Shift Two: 10 Tickets	Single Shift / Single Booth: (1) Offsite Parking Permit (1) Delivery Vehicle Permit
	Single Shift:	Corner Booth	\$500		
Shift Two: Wednesday, 10.18.23- Sunday, 10.22.23	Single Shift:	Double Booth	\$750	Single Shift / Double Booth: Shift One: 24 Tickets Shift Two: 20 Tickets	Single Shift / Double Booth: (2) Offsite Parking Permit (2) Delivery Vehicle Permit
	Single Shift:	Corner + Adjoining	\$800		
Double Shift: Thursday, 10.12.23- Sunday, 10.22.23	Double Shift:	Single Booth	\$750	Double Shift / Single Booth: Double Shift: 22 Tickets	Double Shift / Single Booth: (1) Offsite Parking Permit (1) Delivery Vehicle Permit
	Double Shift:	Corner Booth	\$800		
	Double Shift:	Double Booth	\$1,125	Double Shift/Double Booth: Double Shift: 44 Tickets	Double Shift / Double Booth: (2) Offsite Parking Permit (2) Delivery Vehicle Permit
	Double Shift:	Corner + Adjoining	\$1,175		

BOOTH SET UP / TAKE DOWN

Shift One and Double Shift Set Up: Booths need to be completely set up by 11:00 am on Thursday, October 12th. You will be notified closer to the event of the exact date and time to begin set up.

Shift One Take Down: Booths need to be completely dismantled and all property removed after exhibit closing on Tuesday, October 17th. **Note:** You will not be able to bring a vehicle onsite until midnight. You cannot come back in the morning to breakdown as Shift Two Exhibitors will be moving in at that time.

Shift Two Set Up: Booths need to be completely set up by 8:30 am on Wednesday, October 18th. You may begin setting up at 6:00 am on October 18th. Vehicles must be off the fairgrounds by 8:00 am. Plan accordingly.

Shift Two and Double Shift 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 23rd.

INCLUDED WITH BOOTH

Each 10' x 10' draped exhibit booth will include:

- (1) Front Skirted Table: 8' Counter **OR** Standard Height Table
- (1) Back Table: 8' Standard Height Table (No skirt)
- (2) Seating: Upholstered Stools **OR** Non-padded Folding Chairs
- (1) Company Name Sign (No Color/No Logo)
- (1) Offsite Parking Permit
- (2) Admission Tickets (Two Per Day/ Per booth)
- (1) Delivery Vehicle Permit for Restocking (Restricted Hours)

BOOTH ASSIGNMENTS

Vendors are placed in a way that features a variety of products on each aisle. We attempt to keep “like products” separated. We will not entertain any requests for a specific booth or any requests to change booth locations.

BOOTH MANAGEMENT

- Backdrops and display materials must not exceed 8' in height and must not obstruct the view of other exhibitors. NCD&CS staff reserves the right to remove any objects that obstruct sight lines.
- Exhibitors may hang their banner on the front table of their booth if it fits the size of the table.
- All items intended for use in the booth must be contained in the booth.
- Booths must be open and staffed during all operating hours. If a vendor does not adhere to this policy they are subject to removal from the fair and may no longer be permitted to participate in future events.
- **Sampling of products is required.** Charging for samples is prohibited.
- Exhibitors must keep sufficient product/samples in inventory.
- If you run out of inventory before the fair is over, you are still expected to keep your booth open and staffed.
- Exhibitors must stay within the 10' x 10' confines of their booth.
- If you engage with customers, stay within the “extended line” created by your booth’s low walls.
- Exhibitors are responsible for securing cash boxes, registers, etc.
- Exhibitors will be responsible for the disposal of trash before leaving the arena at the end of the night as well as during the event.
- All trash is to be taken to the outside dumpster.
- If you will be cooking in your booth you must have a fire extinguisher to combat type B and C fires.

BOOTH RESTRICTIONS

- Booth materials may not exceed 8' in height.
- No easels, chairs, tables or staff may be outside the booth during the event.
- No early closing of booths.
- No music nor flashing lights.
- No tents or umbrellas. This is a fire hazard. **NO EXCEPTIONS.**
- No liquid propane, combustibles, or deep fryers. This is also a fire hazard. **NO EXCEPTIONS.**
- No stickers. The distribution of stickers in any manner or advertising material having gummed or adhesive backing such as labels, car bumper stickers or window stickers, etc. is prohibited on the State Fairgrounds.

INSURANCE

- Exhibitors are required to have insurance and must submit a copy of the policy at the time of 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.
- **NCDA&CS and NC State Fair must be named as certificate holder and additional insured.**
- The effective dates of the certificate must cover the setup and duration of the fair, October 10–22, 2023.
- **The certificate holder's address must be listed as 4285 Trinity Road, Raleigh NC 27607.**

TAXES

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

Effective January 1, 1993, the Wake County Board of Commissioners levied a Prepared Food and Beverage Tax of one percent of the sale price of prepared food and beverages. This tax is applicable to all prepared food and beverages sold by any retailer with sales operating at the NC State Fair that are subject to NC Sales tax imposed by the State under General Statute 105-164.4(a)(1).

INSPECTIONS

The NCDA&CS Food & Drug Protection Division performs food safety inspections to 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, handling, 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.

TEMPORARY FOOD ESTABLISHMENT (TFE) PERMIT

You may be required to apply for a temporary food establishment permit. How to apply instructions are listed on the Got to Be NC website. If you have questions about the TFE, contact Wake County Government Environmental Services at (919) 856-6609 or email Ginger Johnson at ginger.johnson@ncagr.gov.

The marketing division staff cannot answer any questions regarding inspections or permits. It is your responsibility to inquire about inspections and permits with the appropriate contacts listed above.

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.

WINE EXHIBITORS

NCDA&CS will be providing boxes and tape for wine vendors in the Got to Be NC Pavilion. Wine Specialist, Brianna Burns, the will make sure everything is available to you at the NC State Fair. If you have questions regarding this, please contact Brianna at (919) 707.3108 or email Brianna.Burns@ncagr.gov.

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.

PAYMENTS

If you are approved for booth space you will be notified via email and will be sent a payment link. The payment link is time sensitive and you must pay for your booth within 48 hours of the email being sent. No exceptions. Be sure to check your email frequently and also check your junk/spam folders. Booth space is not secure until payment is received. Only credit/debit cards accepted. No cash or check. No payment extensions will be given for any reason.

CONTACT INFORMATION

If you have any questions (except for permits and inspections) please contact Events/Project Manager, Brenna Favara at (919) 707-3154, or Brenna.Favara@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 set at a later time by the NCDA&CS. Exhibitor also agrees everyone 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.