



June 10, 2019

Dear Vendor:

You are cordially invited to participate in the **41th Annual Autumnfest on Saturday, October 5, 2019**, from 9:00 am until 4:00 pm in beautiful Downtown Park, Southern Pines. The annual festival features foot races (1 mile / 5K), youth sprint races, children’s activities, art and handcrafted items, food, and stage entertainment. Downtown Park boasts a new restroom/shelter, expanded area for booths, live entertainment, crowds and fun!

- Autumnfest will be held, rain or shine, in Downtown Park—**No Refunds.**
- Vendors will provide their own equipment (table, tent, etc.) and are responsible for their trash pickup.
- **Each vendor space size is approximately 10' x 10'.**
- **Not all vendor spaces will accommodate a tent or trailer;** therefore, it is **imperative** that you complete your application accurately (also if your trailer or tent exceeds 12' in height).

CONCESSION SPACES:

- 1) Concession vendor **MUST** meet health/sanitation requirements according to G.S. 130A-250(7) (available by request) and pass inspection by the Moore County Health Department and return the Application for Temporary Food Service to Moore County Health Dept. by 9/6/19.
- 2) All vendor set-ups **MUST** pass Fire Department inspection codes before opening at Autumnfest.
- 3) Tents over 12' x 12' will also be required to meet fire codes. Please note the updated Fire and Cooking Codes. If your cooking requires extra space to meet these codes, you **MUST** purchase an extra booth.
- 4) **If you do not contact Environmental Health 15 days prior to event, you will NOT be given a PERMIT.**

TYPES OF VENDOR SPACES AND ACCESS AVAILABLE:

Non-Profit Space	\$25 / space	(after 9/6)	\$ 50 / space
Craft Space	\$40 / space	(after 9/6)	\$ 80 / space
Commercial / Non-Craft Space	\$50 / space	(after 9/6)	\$100 / space
ONLY ONE VENDOR PER ORGANIZATION FOR COMMERCIAL / NON-CRAFT SPACES			
Concession Space	\$85 / space	(after 9/6)	\$170 / space (incl. non-profit)
Electrical Access:	\$20 /*single outlet	110 volt, 20 amp electricity is available	

(*Single outlet is one three prong receptacle/bring electrical cords).

A few reminders for a safe and successful Autumnfest 2019:

- **Concession trailers** must set up in the park on Friday, October 4 no later than 6pm. Make arrangements by calling 910-692-7376 in advance.
- Vendor space set up time will be 7:00 am to 8:30 am on Saturday, October 5.
- No vehicles may enter park after 8:00 am and vehicles must vacate park by 8:30 am
- No breakdown of booths before 4:00 pm
- No vehicles may enter park or parking lot (adjacent to grass) before 4:00 pm
- **Parking lot next to park may not be used for unloading! This will be used as a driveway.**
- **You will have 15 minutes to unload and remove car. Police will be on site.**
- **Due to Town ordinance, alcohol, smoking and/or tobacco producing products are not allowed on Town property, including Downtown Park.**
- **No stakes will be allowed in the ground to secure tents, prepare to use weights or sand bags.**

VENDOR SPACE ASSIGNMENTS AND CONFIRMATIONS will be emailed beginning September 9.

Register early as vendor spaces are limited. Applications available at: www.southernpines.net/recreation or Facebook. For more information, call 910.692.7376 or email: bsampson@southernpines.net

Thank you for your participation! I look forward to meeting you at *Autumnfest 2019!*

Bridgett Sampson, Senior / Special Events Coordinator

Autumnfest 2019

October 5, 2019

Vendor Space Registration Application Form

Vendor Name: _____ Business Name: _____

Address: _____

Phone: _____ Phone: _____

E-mail (required): _____

Non-Profit Organization: _____ Non-Profit #: _____

*Are products sold hand made by vendor? Yes No

Describe Items to be displayed / sold (arts, crafts, etc.- please be specific) _____

Special requests: (check all that apply)

Request Space Number: _____ Second Choice: _____ Important: **Vendor space numbers have changed.**
See 2019 Vendor Space Map - space assignments will be emailed to vendors beginning 9/9/19

Concessions Electricity (\$20/one outlet, 110 volt/20 amp) **(electricity available only to concessions)**
Required amps per outlet? _____ **If you require more than 20 amps per breaker, bring a generator**

Other information: (check all that apply)

Tent If yes, size: _____ Trailer If yes, size (including tongue & height) _____

Generator LP-gas container If yes, size: _____

Will you produce sparks/grease laden vapors? Yes No

Concession trailers must set up in the park on Friday, October 4 by 6pm!

VENDOR FEES: Space Type / Electrical Access Requested: (Check all applicable spaces)

	# of spaces each	Amount
<input type="checkbox"/> Non-Profit Space	\$25 / space (after 9/6 \$ 50)	\$ _____
<input type="checkbox"/> Craft Space	\$40 / space (after 9/6 \$ 80)	\$ _____
<input type="checkbox"/> Commercial/Non-Craft Space	\$50 / space (after 9/6 \$100)	\$ _____
<input type="checkbox"/> Concession Space (includes non-profit)	\$85 / space (after 9/6 \$170)	\$ _____
Electrical Outlet (2 max)	\$20 / per single outlet* One <input type="checkbox"/> Two <input type="checkbox"/>	\$ _____

*Single electrical outlet is one three prong outlet; not the entire duplex outlet.

Total Due \$ _____

**Please return this form and check or credit / debit card info to: Southern Pines Recreation & Parks
1185 W. Pennsylvania Avenue, Southern Pines, NC 28387 910-692-7376**

PAY TO THE ORDER OF: ARTS COUNCIL - AUTUMNFEST

If paying by credit card: MasterCard Visa Discover American Express

Card # _____ Expiration _____ 3 digit security code: _____

Name on card _____ Signature _____

There will be a \$3 convenience fee for all credit and debit card payments.

By signing this, I assume all risks involved in participating in *Autumnfest 2019*. I agree to release and discharge the Town of Southern Pines, the Arts Council of Moore County, sponsors, volunteers, and all festival personnel from any and all claims from damages suffered by me or damages to my materials as a direct or indirect result of my participation in or traveling to or from the said event held on October 5, 2019. I understand the festival will be held, rain or shine, at Downtown Park--**No Refunds**

Signature _____ Date _____