

WELCOME CRAFT VENDORS

HALIFAX HARVEST DAYS 2005

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North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

February 18, 2005

Dear Potential Craft Vendor:

We are looking forward to the 14th Annual Halifax County Harvest Days, September 30, October 1 & 2, 2005. If you have been involved before, we look forward to your return, if not, welcome aboard!

On Friday the events will be geared primarily to the many school children that will be invited (4th grades). Saturday and Sunday will be days full of family, fun, and entertainment. The hours will be 9:30 a.m. - 9:30 p.m. on Friday and Saturday, and 1:00 p.m. - 6:00 p.m. on Sunday.

You are asked to specify which days you will participate. Also, we request all vehicles be out of the area by 9:00 a.m. Ample parking is close by for all vendors.

We look forward to your participation in this exciting event. Please take a minute to complete the application and return it to us.

Sincerely,

Margaret Allsbrook

Margaret Allsbrook
Extension Agent
252-583-5161

**2005 Halifax Harvest Days
Friday, Saturday, and Sunday
September 30, October 1 & 2, 2005**

CRAFT/FOOD/EXHIBITOR GUIDELINES

Schedule:

Set-up: Thursday, Sept. 29 from 2:00 - 5:00 PM & Friday, Sept. 30 from 7:00- 8:30 AM
All vehicles must be away from booth area in assigned parking area by 9:30 AM
Festival: Friday & Saturday 9:30 AM - 9:30 PM and Sunday 1:00 PM - 6:00 PM

Location:

Halifax County...4-H Rural Life Center - 13763 Hwy 903 - Halifax, NC 27839
Directions: Hwy 903 east 2.5 miles from I-95 Exit 168 or Hwy 903 west 2 miles from Hwy 301 traffic light in Halifax, NC.

Vendor and Exhibitor Guidelines

- 1) No equipment, chairs, tables, tents or actual booths will be furnished. All vendors should list type of set-up on application, along with electrical requirements.
- 2) All booths must be left intact until festival closes.
- 3) Booths must be set up in a safe and attractive manner, **be completely cleaned and ready for business with all hookups no later than 8:30 AM on Friday, September 30, 2005.**
- 4) Vendors must keep their area clean and free of debris at all times, leave area clean and clean up after dismantling booth.
- 5) **Tax Requirements:** All vendors are responsible for paying their own sales tax or determining their sales tax obligations.
- 6) No selling from vehicles. **All vehicles must be removed from grounds.**

Halifax County Fire Marshal's Office
26 North King Street ~ PO Box 69
Halifax, North Carolina 27839 Phone
252-583-4891 ~ Fax 252-583-2735

Requirements for Fairs, Carnivals and Festivals

For any type fair, carnival or festival, an Operational Permit is mandatory from the Fire Marshal's Office. The Operational Permit must be obtained from the County Fire Marshal. The individual or firm requesting the permit must provide a site plan. Upon review and approval of the plan, the Fire Marshal will issue the required permit (s). In addition to the Operational Permit there must be an additional permit for each tent that is over 200 square feet and/or every canopy that is over 400 square feet. The onsite coordinator for the event must have, at all times, all permits on hand for the duration of the event.

Emergency vehicles (Fire Trucks, EMS vehicles, Law Enforcement vehicles) shall have access to the entire site for the duration of the event.

Tents, canopies and air-supported structures shall be adequately anchored to withstand elements of weather and to prevent against collapsing. All tents, canopies and air-supported structures shall be of a flame resistant material or shall be treated with a flame retardant in accordance with NFPA 701. Proof of a flame retardant shall be provided either by a label or a certificate.

Smoking shall not be permitted in tents, canopies or air-supported structures. Approved "**NO SMOKING**" signs shall be conspicuously posted in each structure or location where smoking is prohibited.

Any equipment used for cooking (charcoal or gas) emitting open flame, fire or heat shall not be permitted inside or located within 20 feet of a tent, canopy or air-supported structure unless approved by the Fire Marshal. Any cooking equipment involving vegetable or animal oils and fats that produce grease laden vapors or smoke shall have a "Class K" rated fire extinguisher within 30 feet of cooking equipment.

Fireworks shall not be within 100 feet of tents, canopies or air-supported structures.
Additional requirements must be met for a fireworks display.

Generators shall be separated from tents, canopies and air-supported structures by a minimum of 30 feet and shall be isolated from contact with the public by fencing or other approved enclosure.

Upon completion of set-up, the Fire Marshal shall inspect premises before any operations begin.

Should you have questions, please contact Halifax County Fire Marshal, Jim Davis at 252-583-4891.

**2005 Halifax Harvest Days
Vendor Application
4-H Rural Life Center
Halifax, NC
September 30, October 1 & 2, 2005**

Name _____

Address _____

Telephone _____

Type of Vendor: Food _____ (**non-profit organization check ___) Craft _____

Type of Food or Craft: _____

Type of electrical hook-up required (list all electrical equipment you would like to use.

Electrical outlets are limited) 110 volt 220 volt

Water required: yes no (Bring your own hose. Commercial food vendors will receive first priority. Availability is limited.

Space required: _____

I will be attending Friday Saturday Sunday All

I have read and agree to comply with the festival guidelines.

Signature

Space Rental: \$50.00 (this fee is non-refundable)

We reserve the right to deny and refund applicants which would duplicate other vendors.

Please enclose fee with application. **Application deadline is September 16, 2005.**

Make checks payable to: County of Halifax. Mail to: Finance Department, P.O. Box 38, Halifax, NC 27839.

****Non-profit organizations must submit written documentation prior to event.**