



The Arts Council of Moore County & Southern Pines Parks & Recreation Dept. invite you to apply to participate in the 44<sup>th</sup> annual **AutumnFest on Saturday, October 7, 2023** from 9am-4pm in Southern Pines' beautiful Downtown Park (145 SE Broad St., Southern Pines, NC). This annual festival features arts, crafts, handmade items, live entertainment, delicious food, USATF certified 5K Road Race, youth sprint races, & more. For 2023, the AutumnFest committee will select the vendors with the goal to give attendees & vendors a more authentic arts & craft fair experience. The application deadline is June 1, 2023 with notification beginning June 15, 2023. *Vendor fees will be returned if application is not accepted.*

TYPES OF VENDOR SPACES	Vendor Fee per Space	# Spaces Available
1–Arts / Crafts / Handmade items	\$40 (\$80 after 9/1/23)	75 spaces only
2–Nonprofit Organization (non-food)	\$25 (\$50 after 9/1/23)	15 spaces only
3–Commercial / Non-Craft / Non-handmade	\$50 (\$100 after 9/1/23)	15 spaces only
4–Food Tent (including nonprofits)	\$85 (\$170 after 9/1/23)	4 spaces only
5–Food Truck/Trailer* (20' max. length)	\$85 (\$170 after 9/1/23)	8 spaces only
*Food Trucks must provide own generator / <b>Broad St. parking only.</b>		
Electrical Outlet (limited availability)	\$20 / single outlet*	
*Single outlet is one, 110-volt/20-amp, 3-prong receptacle. You must also provide your own extension cord. If you require over 20 amps per breaker, bring a generator.		

**ARTS / CRAFTS / HANDMADE VENDORS:**

In addition to completing the attached *AutumnFest Juried Application* with payment, all Arts/Crafts/Handmade applicants must submit 3-4 images (preferably emailed to bsampson@southernpines.net) of the work that represents what you will sell at this festival. Include a photo of your booth, if possible. Images will not be returned & may be used for promotional purposes. Applications without images will not be accepted. Items sold in your booth must be the original work of the artist or crafter & as described in your application. Vendor notifications will be sent beginning June 15, 2023. Space assignments will be emailed beginning Sep. 8, 2023.

**FOOD TRUCK / FOOD TRAILER / FOOD TENT REQUIREMENTS:**

- 1) Concession food vendors **MUST** meet health/sanitation requirements according to [G.S. 130A-247](#), return the [Temporary Food Vendor Application](#) or [Exemption Permit](#) to Moore County Health Dept. by 9/13/23, & pass inspection by the Moore County Health Dept.
- 2) Food Truck/Trailers must provide their own power/generator. NO ELECTRICITY
- 3) Tents/trailers over 12'x12' are required to meet fire codes according to the updated [Fire Safety Standards](#). Maximum length for a Food Truck/Trailer including tongue is 20'.
- 4) Food vendors must set up by 7am on October 7. To make advance setup arrangements, contact Bridgett Sampson at 910-692-7376 or bsampson@southernpines.net.
- 5) **You MUST contact Moore County Health Dept. by 9/13/23 to receive your permit.**

**Reminders for a safe & successful AutumnFest:**

- AutumnFest will be held, rain or shine—**No Refunds**.
- No alcohol, smoking, tobacco, vaping, or nicotine delivery products allowed in Downtown Park.
- Vendors must provide their own equipment (table, tent, etc.) & remove their own trash.
- Each vendor space size is approximately 10'x10' | Food truck maximum length is 20'.
- Not all vendor spaces will accommodate a tent or trailer, therefore it is **imperative** that you complete your application accurately (especially if your trailer or tent exceeds 12' in height).
- Register early as vendor spaces in each category are limited & fill up quickly.
- Non-food vendor space set-up time will be 5:30-8am on Saturday, October 7.
- Vehicles may not enter park after 8am or before 4pm. No breakdown of booths allowed before 4pm.
- Paved driveway inside Downtown Park is for entering & exiting only...not be used for unloading!
- You will have 15 minutes to unload & remove your vehicle, then you may set up your booth.
- Only weights & sandbags may be used to secure tents. No stakes will be allowed in the ground.

**CASH or CHECK** payments (payable to "Arts Council-AutumnFest") must use the attached application. **CREDIT CARD** payments must register online at [www.MooreArt.org/AutumnFest](http://www.MooreArt.org/AutumnFest). (A non-refundable convenience fee of 3.5% will be automatically added to all credit card payments.)

For information on vendor spaces, contact Bridgett Sampson at 910-692-7376 or bsampson@southernpines.net.

**Thank you for your participation! See you at AutumnFest 2023!**



# AutumnFest Juried Application

Saturday, October 7, 2023 ♦ 9:00 AM – 4:00 PM  
Downtown Park ♦ 145 SE Broad St., Southern Pines, NC



Contact Name \_\_\_\_\_

Business / Organization Name (if any) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Alternate Contact Name (if any) \_\_\_\_\_ Phone \_\_\_\_\_

Describe Items to be sold / displayed (art, handmade, food, etc. Be specific.) \_\_\_\_\_

### SPECIAL REQUESTS & OTHER INFORMATION (Answer all that apply):

- **Space Request:** 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ [NOTE: Vendor space numbers change & are not guaranteed. See Vendor Space Map. Space assignments will be emailed beginning 9/8/23.]
- **Electricity** (110-volt/20-amp) – Limited availability. Not available for Food Trucks. **One outlet per vendor.**
- **What size is your tent?** \_\_\_\_\_ (Maximum size allowed is 10'x10'. Weights only-NO STAKES.)
- **What size is your trailer, including tongue & height?** \_\_\_\_\_ W x \_\_\_\_\_ L x \_\_\_\_\_ H (Max. length is 20')  
**\*\*\*Food vendors must be set up by 7am on October 7, 2023\*\*\***
- **Will you produce sparks/grease laden vapors?**  Yes  No

### VENDOR FEES: Space Type / Electrical Access Request (Fill out all applicable spaces)

Type of Space:	Price of each space	# of Spaces	Amount Due
<input type="checkbox"/> 1–Art / Craft / Handmade Items	\$40 / space (\$80 after 9/1/23)	x <input type="checkbox"/> 1 or <input type="checkbox"/> 2	= \$ _____
<input type="checkbox"/> 2–Nonprofit (non-food)	\$25 / space (\$50 after 9/1/23)	1 space / vendor	= \$ _____
<input type="checkbox"/> 3–Commercial (Non-Handmade)	\$50 / space (\$100 after 9/1/23)	1 space / vendor	= \$ _____
<input type="checkbox"/> 4–Food Tent	\$85 / space (\$170 after 9/1/23)	1 space / vendor	= \$ _____
<input type="checkbox"/> 5–Food Truck/Trailer	\$85 / space (\$170 after 9/1/23)	1 space / vendor	= \$ _____
<input type="checkbox"/> Electrical Outlet	\$20 / per single outlet*	1 outlet / vendor	= \$ _____

\*Single electrical outlet is one, 3-prong outlet—not the entire duplex outlet. **TOTAL = \$ \_\_\_\_\_**

**CASH / CHECK PAYMENTS:** Make checks payable to "Arts Council–AutumnFest".

- Deliver complete application & payment to Arts Council at Campbell House, 482 E. Connecticut Ave., So. Pines, NC
- Or mail to the Arts Council of Moore County, P.O. Box 405, Southern Pines, NC 28388

**CREDIT CARD PAYMENTS:** Complete the online Juried Application & pay at [www.MooreArt.org/AutumnFest](http://www.MooreArt.org/AutumnFest).

- 3.5% non-refundable convenience fee will be automatically added to the prices above for all credit card payments.
- For payment questions, contact Chris Dunn at 910-692-2787 or [chris@mooreart.org](mailto:chris@mooreart.org).

By signing below, I assume all risks involved in participating in AutumnFest. I am aware that the activity may cause accident, injury, or contagion as a direct or indirect result of participation. I agree to release & discharge the Arts Council of Moore County, Town of Southern Pines, AutumnFest sponsors, volunteers, & festival personnel from any & all claims from damages suffered by me or damages to my property as a direct or indirect result of my participation in or traveling to or from said event. I understand the festival will be held rain or shine & no refunds will be issued.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Vendor Space Map

Downtown Park  
145 SE Broad Street  
Southern Pines, NC

