



The Arts Council of Moore County & Southern Pines Parks & Recreation Dept. invite you to apply to the 45<sup>th</sup> annual **AutumnFest** on **Saturday, October 5, 2024** (9am-4pm) in beautiful Downtown Park (145 SE Broad St., Southern Pines, NC). This festival features arts & crafts, hand-crafted products, live entertainment, delicious food, & more. The festival committee will select vendors that will give attendees an authentic arts & crafts fair experience. The application deadline is August 31, 2024 with notification beginning August 1, 2024. *Fees will be refunded if vendor is not accepted.*

<u>TYPES OF VENDOR SPACES</u>	<u>Fee Per Space (# available)</u>	<u>Registration</u>
<b>1–Art / Crafts / Handmade Items</b>	<b>\$40</b> (75-113 spaces avail.)	Begins 4/15/24
<b>2–Nonprofit Organization</b> (non-food)	<b>\$25</b> (12 spaces available)	Begins 8/1/24
<b>3–Commercial / Non-Craft / Non-handmade</b>	<b>\$50</b> (20 spaces available)	Begins 8/1/24
<b>4–Food Tent</b> (including nonprofits) <b>Broad Street only</b>	<b>\$85</b> (4 spaces available)	Begins 4/15/24
<b>5–Food Truck/Trailer</b> <b>Broad Street only</b>	<b>\$85</b> (8 spaces available)	Begins 4/15/24
<b>Electrical Outlet</b> (limited to 1 per vendor)	<b>\$20</b> / single outlet*	Begins 4/15/24

\*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 Vendor Application* with payment, all items sold in your booth must be as described in your application, hand crafted without the use of kits, commercial models, and whose primary components are not manufactured. Applicants must submit 3-4 images (preferably emailed to bsampson@southernpines.net) of the work that represents what you will sell at the festival. Please include a photo of your booth. Images will not be returned & may be used for promotional purposes. Applications without images will not be accepted. Vendor notifications will be sent beginning August 1, 2024. Space assignments and day-of instructions will be emailed beginning September 6, 2024.

**FOOD VENDORS REQUIREMENTS:**

- 1) All 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. & pass inspection by the Moore County Health Dept. by 9/11/24 to receive your permit.**
- 2) Food Truck/Trailers must provide their own power/generator. NO ELECTRICITY is available.
- 3) Tents/trailers over 12'x12' are required to meet fire codes according to the updated [Fire Safety Standards](#).
- 4) Maximum length for a Food Truck/Trailer is 20' including the tongue.
- 5) Food vendors must set up by 7am on October 5, or make advance arrangements with Bridgett Sampson at 910-692-7376 or bsampson@southernpines.net.

**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 (tables, tent, etc.) & remove their own trash.
- Each vendor space size is 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 5.
- 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 for unloading!
- You will have 10 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.

**PAYMENT OPTIONS:**

**CASH or CHECK** payments (payable to “Arts Council-AutumnFest”) must use the attached application.  
**CREDIT CARD** payments must apply 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 2024!**



# AutumnFest Vendor Application

Saturday, October 5, 2024 ♦ 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 \_\_\_\_\_

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 have changed and are not guaranteed. See Vendor Space Map. Space assignments will be emailed beginning 9/6/24.]
- **Are you the only person operating your booth?**  Yes  No (This helps us plan to “babysit” your booth)
- **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 5, 2024\*\*\***
- **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 per space	# of Spaces	Amount Due
<input type="checkbox"/> 1–Art / Crafts / Handmade Items	\$40 (Limited to 113 spaces)	x <input type="checkbox"/> 1 or <input type="checkbox"/> 2	= \$ _____
<input type="checkbox"/> 2–Nonprofit (non-food) Enter your Nonprofit’s IRS-issued 9-digit EIN→ <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$25 (Limited to 12 spaces)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> 3–Commercial (Non-Handmade)	\$50 (Limited to 20 spaces)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> 4–Food Tent	\$85 (Limited to 4 spaces)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> 5–Food Truck/Trailer	\$85 (Limited to 8 spaces)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> Electrical Outlet	\$20 per single outlet*	x 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 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

**NOTE:** All booth numbers have been renumbered.

