



The Arts Council of Moore County & Southern Pines Parks & Recreation Dept. invite you to be a vendor at the 47<sup>th</sup> annual **AutumnFest** on **Sat., October 4, 2025** (9a-4p) in Downtown Park (145 SE Broad St., Southern Pines, NC). AutumnFest's goal is to give an authentic & family-friendly fair experience that offers handmade arts & crafts, food & live entertainment. Accepted vendors include, but aren't limited to, food, fine art, pottery, woodworking, metal, glass, fiber, photography, leather, jewelry, mixed media, & other handmade items. The AutumnFest Committee reviews applications in the order received & reserves the right to select or reject vendors based on the festival goal. The application deadline is 8/31/25 with notice beginning 8/1/25. Nonprofit & other non-handmade vendors may apply after 8/31/25 (space permitting). *Fees will be refunded if vendor isn't accepted.*

#### **TYPES OF VENDOR SPACES**

- **Art / Crafts / Handmade Items**
- **Food Truck/Trailer/Tent** (Broad Street only)
- **Nonprofit Organization** (non-food)
- **Commercial / Non-Craft / Non-handmade**
- **Electrical Outlet** (limited to 1 per vendor)

#### **Fee Per Space (# available)**

- \$40** (100+ spaces available)
- \$85** (13 spaces available)
- \$25** (If space is available)
- \$50** (If space is available)
- \$20** / single outlet\*

#### **Registration Starts**

- April 15, 2025
- April 15, 2025
- August 1, 2025
- August 1, 2025

\*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:**

All items for sale in your booth must be as described in your AutumnFest Vendor Application (attached), hand crafted without the use of kits, commercial models, & whose primary components are not manufactured. In addition to a complete application & payment, applicant must email (to Bridget Sampson – email below) 2 photos of items that best represent what you wish to sell & 1 photo of your booth. Photos will not be returned & may be used for promotional purposes. Applications without images will not be accepted. Vendor notifications will be sent beginning 8/1/25. Space assignments & check-in instructions will be emailed beginning 9/5/25.

#### **FOOD VENDOR REQUIREMENTS:**

- **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 9/10/25 to receive your permit.**
- Food Truck/Trailers must provide their own power/generator. NO ELECTRICITY is available on Broad St.
- 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 is 20' including the tongue.
- Food vendors must arrive by 7am on October 4, or make advance arrangements with Bridgett Sampson (phone/email below). Food trucks/trailers will be placed in order of their arrival.

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

- AutumnFest will be held, rain or shine—**No Refunds & No Rain date**. \$10 processing fee will be withheld on cancellations requested by 9/19/25, after which no refunds will be granted.
- Due to the size of Downtown Park: Only 1 vehicle per vendor allowed in park at a time; Vendor has 10 minutes to unload & remove vehicle, then set up booth (Help is available upon request); No vehicles allowed into park between 8am-4pm. If you breakdown your booth before 4pm, you must walk it out.
- Vendor space size is 10'x10' | Food truck maximum length is 20' (including tongue).
- Not all spaces will accommodate a tent or trailer. It is **imperative** you complete the application accurately (especially if your trailer or tent exceeds 12' in height).
- Vendor must provide own equipment (tables, tent, chairs, etc.) & remove their own trash.
- Only weights & sandbags may be used to secure tents. No stakes will be allowed in the ground.
- Non-food vendor space set-up time will be 5:30-8am on Saturday, October 4.
- Paved driveway in the entrance into Downtown Park is only to enter & exit...not for unloading!
- Being dishonest on your application or misrepresenting what you sell/distribute from your booth may result in the immediate forfeiture of your vendor space, booth fee, & future participation in AutumnFest.
- For a list of all festival rules, visit [www.MooreArt.org/AutumnFest](http://www.MooreArt.org/AutumnFest).

#### **PAYMENT OPTIONS & INSTRUCTIONS:**

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

For all vendor information/questions, contact Bridgett Sampson at 910-692-7376 or [bsampson@southernpines.net](mailto:bsampson@southernpines.net).

**Thank you & we look forward to seeing you at AutumnFest 2025!**



# AutumnFest Vendor Application

Saturday, October 4, 2025 ♦ 9:00 AM – 4:00 PM  
Downtown Park ♦ 145 SE Broad St., Southern Pines, NC



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

Business / Organization Name \_\_\_\_\_

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

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

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

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

**VENDOR FEES:** Fill out all applicable spaces. A \$10 processing fee will be withheld on all cancellations requested by Sep. 19, 2025. No refunds will be granted after this date.

Type of Space:	Price per space	# of Spaces	Amount Due
<input type="checkbox"/> 1–Art / Crafts / Handmade Items	\$40 (100+ spaces available)	x <input type="checkbox"/> 1 or <input type="checkbox"/> 2	= \$ _____
<input type="checkbox"/> 2–Food Truck/Trailer/Tent	\$85 (13 spaces available)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> 3–Nonprofit (non-food)	\$25 (If available after 8/1/25)	x 1 space / vendor	= \$ _____
Enter your 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="checkbox"/> 4–Commercial (non-handmade)	\$50 (If available after 8/1/25)	x 1 space / vendor	= \$ _____
<input type="checkbox"/> Electrical Outlet (very limited)	\$20 per single outlet*	x 1 outlet / vendor	= \$ _____

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

**TOTAL = \$ \_\_\_\_\_**

## 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 & requests aren't guaranteed. See Vendor Space Map. Space assignments to be emailed beginning Sep. 5, 2025.]
- **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 (include tongue & height)?** \_\_\_\_\_ W x \_\_\_\_\_ L x \_\_\_\_\_ H (Max. length is 20')  
\*\*\* Food vendors must be set up by 7am on October 4, 2025 \*\*\*
- **Will you produce sparks/grease laden vapors?** ☐ Yes ☐ No

### CASH / CHECK PAYMENTS: Make checks payable to “Arts Council-AutumnFest”

- Deliver application & payment to the Arts Council (Campbell House, 482 E. Connecticut Ave., So. Pines, NC)
- Or mail to the Arts Council of Moore County, Attn: AutumnFest, 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 added to the prices above for all credit card payments.
- For online payment questions/issues, 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 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 also understand the festival will be held rain or shine & no refunds will be issued.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Questions? Please contact Bridgett Sampson at 910-692-7376 or [bsampson@southernpines.net](mailto:bsampson@southernpines.net).

