



Town of Jamesville  
C/O NC Herring Festival  
PO Box 215  
Jamesville, NC 27846

**2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> – Jamesville, NC**

TO: Vendors

FROM: Rachel Craddock, Director  
NC Herring Festival Committee

DATE: \_\_\_\_\_

RE: 2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> - Jamesville, NC

Thank you for your interest in the 2023 NC Herring Festival (NCHF) scheduled for Friday March 31<sup>st</sup> and Saturday April 1<sup>st</sup>. Festival hours this year will be: 5pm – 10pm on Friday, and 9am – 10pm on Saturday. We are excited about continuing a great tradition in Jamesville, NC.

Enclosed with this memo you will find the information package for your vendor classification: Commercial-Food or Commercial-Other than Food; Arts/Crafts; Church/Civic; Informational & Promotional; and, State/Government Entities. We encourage you to read all of the enclosed materials carefully for requirements and changes from previous year. You are encouraged to retain a copy of all forms and documents for your records.

Become a Facebook Friend of [NC Herring Festival, Jamesville, NC](#) and we can remind you of upcoming deadlines and keep you informed of any last minute changes. You may also contact me by e-mail at [ncherringfestival@gmail.com](mailto:ncherringfestival@gmail.com).

The deadline for Vendor Booth Application and payment of all fees is **March 9, 2023 by 3pm**. Payment must be made by certified/cashier's check or money order only and be made payable to: Town of Jamesville. Personal checks will not be accepted. Incomplete or inaccurate applications will be returned.

Booth space is limited and applications will be reviewed as they are received, provided all documents, signatures, and payment of fees are included.

We look forward to seeing you in Jamesville at the NC Herring Festival!

Mail Vendor Booth Application, fee payment, and all other documents to:

Town of Jamesville  
C/O NC Herring Festival  
PO Box 215  
Jamesville, NC 27846



**VENDOR BOOTH APPLICATION**

**2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> – Jamesville, NC**

**Application Deadline – March 9, 2023**

Business/Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State Zip Code

Telephone Nos. (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime Evening

E-mail Address \_\_\_\_\_ Website \_\_\_\_\_

List **ALL** items that you will be selling at your festival booth: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor Type and fee (check only one)

<input type="checkbox"/> Commercial – Food (\$150.00)	<input type="checkbox"/> Commercial – Other than Food (\$150.00)	<input type="checkbox"/> Informational & Promotional (\$50.00)
<input type="checkbox"/> Arts/Crafts (\$50.00)	<input type="checkbox"/> Church/Civic (\$25.00)	<input type="checkbox"/> State/Government Entities (Free)

Space(s) Needed – Size is 10' x 10' (including towing tongue) \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
# of spaces Vendor Type Fee

\*\*Commercial Vendors:

\*\*For each additional 10' x 10' space, there will be a \$50 charge. \_\_\_\_\_ X \$ 50.00 = \$ \_\_\_\_\_  
(Ex: for 2 spaces – 1<sup>st</sup> space is \$150, 2<sup>nd</sup> space is \$50, for a total of \$200) # of extra commercial spaces

Power Circuit(s) Needed – 120 volts/20 amp \_\_\_\_\_ X \$ 60.00 = \$ \_\_\_\_\_  
# of circuits

Will you have a generator? Yes \_\_\_\_ / No \_\_\_\_

Late Fee (if applicable)  \$ 25.00 = \$ \_\_\_\_\_  
 =====

**Total Fees Due with Application:** Payable to: Town of Jamesville \$ \_\_\_\_\_  
 (certified/cashier's check or money order only) **FUNDS ARE NON-REFUNDABLE**

Any questions, contact - Rachel Craddock, Director  
 Phone: (252) 792-5006 / E-mail: ncherringfestival@gmail.com



**2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> – Jamesville, NC**

Give us a brief advertisement of your business. This will be announced on the main stage throughout the day.

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Return completed application, payment and all required items to:      Town of Jamesville  
C/O NC Herring Festival  
PO Box 215  
Jamesville, NC 27846

Vendor check list of items required to be included with your application:

- Certified/cashier's check or money order payable to: **Town of Jamesville**
- Signed copy of Vendor Rules
- Certificate of Insurance (for Commercial Vendors)
- Signed copy of Fire Code Requirements
- Photo of display/booth

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Festival Committee:

Review Date: \_\_\_\_\_

- Approved
- Not Approved - Reason: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> – Jamesville, NC

### VENDOR RULES

(Vendor rules have changed. Please read carefully.)

**Check-in:** Please report to the NC Herring Festival (NCHF) Information Booth at the intersection of US 64 Business/Main Street and Saint Andrews Street upon arrival for setup information.

**Festival Hours:** The festival hours of operation will be 5pm – 10pm on Friday and 9am – 10pm on Saturday. **All booths are REQUIRED to be at the festival on Friday and Saturday and remain open during these hours.** You will be allowed to shut down your booth during festival hours if necessary; however, no vendor will be allowed to break down and physically leave the festival area prior to the 10pm closing time on Saturday. This applies to all groups. Due to safety concerns, streets will remain closed to public vehicle access from 12 noon Friday to 12 midnight Saturday. Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated time frame.

**Setup Times:** Friday, March 31<sup>st</sup>, 12pm – 5pm. Food vendors must be unloaded, in place and ready for inspection by the Health Department no later than 2pm Friday. May open for business after inspection.

**Beverages:** No alcoholic beverages of any type are permitted at the NCHF.

**Unloading:** Unload your vehicle at your assigned space and immediately move vehicle to a designated parking area. You may then return to your booth and begin setup. Your vehicle cannot be parked in the street while you setup. This blocks other vendors who are trying to unload. Please bring as few vehicles as possible into the festival designated area.

**Parking / Utilities:** Vendors are not allowed to park in private yards or use utilities.

**Safety:** Festival safety is critical to all of us. It is important that we all work together to have a safe and fun NCHF. The Fire Inspector will inspect all vendor booths for compliance with the NC Fire Prevention Code. Please review the fire code requirements included with your vendor information package. The NCHF reserves the right to ask a vendor to discontinue the sale of any item(s) deemed inappropriate on festival day. Food vendors will be inspected at the beginning of the festival by a representative of the Martin County Health Department and the Jamesville Fire Department and must comply with all requirements in order to receive a food handling permit. The NCHF is not responsible or liable for any vendor who fails to comply with these requirements, and fees will not be refunded for failure to pass these inspections.

**Participants:** Only those individuals who have completed a Vendor Application, paid their fees, and received approval by the NCHF Committee will be allowed to display and sell items. All vendors will be inspected by the Fire Department and are required to have a fire extinguisher. See the Fire Code requirements included with this package for specific information. All commercial vendors must provide a certificate of insurance coverage. Additionally, commercial food vendors must receive a Martin County Health Department permit before opening for business. [MTW Temporary Food Event Vendor Application-11-2017.pdf](#)

**Booth Space:** Booths are approximately 10' x 10', including the towing tongue. Note on your Vendor Application the fee for additional commercial space. No tables, chairs, electrical cords, etc. will be provided. Exhibitors must arrange your booths in such a way to not interfere or obstruct the view of other booths. Booth spaces are assigned by the NCHF Committee. There is no guarantee of receiving a particular or requested booth location. All vendors are requested to have a "pop-up" tent with their booth. You will also be responsible for your own weights for your tent. Vendors are responsible for post-event clean-up of your space. Failure to leave your space clean will result in forfeiture of your return to future festivals.



**Power:** 115/120V 20 amp electrical connections are available for an additional fee and must be requested on your Vendor Application. The number of electrical connections available to vendors is limited and is provided on a first come basis. Please be sure that all electrical cords are heavy duty, in good condition and appliances are in excellent condition. Power will not be available to any vendor who did not request and pay for power in advance with their application.

**Water:** Water connections are not available at the NCHF.

**Permits:** Participants will receive a Vendor Permit when checking in at the festival. This permit must be displayed on the booths during festival hours. Additionally, commercial food vendors must obtain a Food Handling Permit to be displayed.

**Vendor Conduct:** It is the desire of the NCHF Committee for all festival vendors and participants to have an enjoyable festival. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors, festival organizers and officials. Aggressive and inappropriate conduct and or contact with festival goers will be addressed by representatives of the NCHF Committee and the Martin County Sheriff's Department, if necessary. Vendors failing to modify their conduct or behavior as requested will be asked to shut down their booth operations and may return at the end of the festival to pack their belongings.

**Application Deadline:** The deadline for all applications is March 9, 2023 at 3pm. Applications postmarked after March 9<sup>th</sup> must add a \$25.00 late fee for their application to be considered by the NCHF Committee. Fees are non-refundable.

**Approval:** The NCHF Committee reserves the right to approve the types of foods and items to be marketed by vendors and will limit the number and types of foods and items offered at the festival. All decisions of the NCHF Committee will be final. Absolutely no firearms or weapons of any type, including toys or replicas, may be offered for sale by vendors on festival premises.

The NC Herring Festival, the Town of Jamesville and all Committee and Officials are not liable for any damages, injury or loss claimed to be suffered by any vendor, representative or participant at the NCHF. The previously named organizations, individuals and officials cannot be held responsible for any claims for damages, injury or losses arising out of or in connection with the use of space or grounds for the NCHF. By signing this document and the Vendor Application you agree to hold harmless the previously named organization, individuals and officials from any and all claims that may arise from your participation in the NCHF.

Please check the information you provide on the Vendor Application and review the checklist at the bottom of the application before mailing. Incomplete applications may not be approved. Remember payment must be made by certified/cashier's check or money orders payable to Town of Jamesville. Application deadline is March 9, 2023 at 3pm.

**Only vendors who have completed all requirements will be allowed to participate in the NC Herring Festival.**

**My signature verifies that I have read and understand all rules and conditions contained in this agreement of participation:**

\_\_\_\_\_  
Business/Group Name

\_\_\_\_\_  
Print Name of Contact Person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Please make a copy of this signed document for your records.)



**2023 NC Herring Festival – March 31<sup>st</sup> & April 1<sup>st</sup> – Jamesville, NC**

**Fire Code Requirements**

You must fulfill these requirements by order of the Martin County Fire Inspector

In accordance with the North Carolina Fire Prevention Code

1. An unobstructed fire access road shall have a width of no less than twenty feet.
2. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles.
3. All vendors have a 2-A:10-B:C fire extinguisher (dry chemical ABC extinguisher).
4. **All vendors using cooking equipment involving grease, vegetable oil or animal oils and fats, shall have BOTH a 2-A:10-B:C AND a Class K portable fire extinguisher.**
5. All tents, canopies and tarps shall be composed of flame resistant materials or shall be treated with a flame retardant in an approved manner and labeled or certified as such.
6. All compressed gas containers, cylinders and tanks shall be secured to prevent falling.

I have read the above and am prepared to and will comply with all requirements. I understand that my booth will be inspected by a representative of the Jamesville Community Fire Department, and that if I am not allowed to participate in the NC Herring Festival, there will be no refund of my Vendor fees.

\_\_\_\_\_  
Business/Group Name

\_\_\_\_\_  
Print Name of Contact Person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Please make a copy of this signed document for your records.)