



## Exhibitor Rules and Regulations for the Agri Supply Exposition Center

It is the applicant's responsibility to read this document and to comply accordingly. The Got to Be NC Pavilion is located inside the Agri Supply Exposition Center. Booth spaces are only open to members of the Got to Be NC marketing program that have an active member listing on the Got to Be NC website. The Got to Be NC Festival is a juried event. To ensure a variety of products, NCDA&CS reserves the right to limit the number of exhibitors from the same product category and the right to reject any application that does not fit the exhibit criteria of the event.

**DEADLINE TO APPLY FOR BOOTH SPACE IS FRIDAY, MARCH 22, 2024.**

### APPLICANT:

- Read all the rules and regulations before submitting your application for booth space.
- All correspondence will be sent via email through iContact and Outlook. If you are approved for booth space, it is expected that you will check your email often and reply as applicable.
- Any vendor that does not comply with rules and regulations will be asked to leave with no refund provided and will be suspended from all Got to Be NC events for one year.

### BOOTH AND EVENT INFORMATION:

The festival hosts crowds between 10,000-12,000 over the duration of the weekend.

2024 BOOTH RATES:	
\$225 = Single Booth	\$275 = Single Booth with Corner
\$400 = Double Booth	\$450 = Double Booth with one Corner
\$600 = Triple Booth	\$650 = Triple Booth with one Corner
<b>Payment is due within 48 hours of the approval email being sent.</b> <i>Booth spaces are not secure until payment is received. All fees are non-refundable.</i> <i>Refunds will not be issued unless the event is cancelled by the NCDA&amp;CS.</i>	
EACH 10'x10' DRAPED EXHIBIT BOOTH INCLUDES:	
(1) Skirted 8' Counter-Height Table	(1) Undraped 8' Standard-Height Table
(2) Upholstered Stools	(2) Parking Passes for Gate Four
(4) Exhibitor Admission Badges	(2) Standard Electric Outlets 110/15 Amp
Ice is available for purchase by a third-party provider. You will order onsite, and it will be delivered to your booth. Sales are CASH ONLY. Contact Nobles Ice directly at (919) 215-9979 for more information.	

EVENT DATES AND TIMES		BOOTH SET UP DATES AND TIMES	
<i>You must be ready to sample and sell when the doors open each day.</i>		<i>Give yourself extra time to set up.</i>	
Friday, May 17, 2024	12:00 pm – 8:00 pm	Thursday, May 16, 2024	8:00 am – 4:00 pm
Saturday, May 18, 2024	10:00 am – 8:00 pm	Friday, May 17, 2024	8:00 am – 11:00 am
Sunday, May 19, 2024	10:00 am – 6:00 pm	<b>BOOTH BREAKDOWN TIME</b>	
<i>This is a Rain or Shine Event.</i>		Sunday, May 19, 2024	6:01 pm

## BOOTH MANAGEMENT/SUGGESTIONS:

- Exhibitors are responsible for their own load-in/load-out. For liability purposes, NCDA&CS staff are not permitted to help. **BRING YOUR OWN HAND CART.**
- **Sampling of products is required. Charging for samples is prohibited.** Attendees are required to pay a small fee to enter the Food Lion Local Marketplace for sampling.
  - **Samples sizes:**
    - Beverages samples should be two ounces or less.
    - Food samples should be one square inch or less and fit in a standard one-inch condiment cup.
  - **Bring your own sampling supplies.**
    - Such as sampling cups, utensils, toothpicks, napkins, and any other supplies.
    - There is no place onsite to purchase these items.
    - In the event you run out of supplies, you may be able to purchase plastic and paper products from PFS Sales Co. located at 4701 Beryl Road, Raleigh, NC 27606; (919) 829-1116. The store is approximately two miles from the fairgrounds. *NCDA&CS is NOT affiliated with this vendor.*
- Booths must be open and staffed during all operating hours.
- Exhibitors are encouraged to price products to sell. The purpose should be to move products and generate new customers.
- Exhibitors must keep sufficient product/samples in inventory. **If you run out of inventory before the festival is over, you are still expected to keep your booth open and staffed.**
- When engaging with customers, stay within the 10' x 10' confines of their booth. Do not use materials that encroach into other neighboring booths.
- Exhibitors are responsible for securing cash boxes, registers, etc.
- **Exhibitors must provide their own wastebasket.** You are responsible for the disposal of your trash during the event as well as in the evening before you leave. All trash is to be taken to the outside dumpster.
- If applicable, offer recipes, coupons, or fun giveaways. Consider offering a drawing for a great prize so you can collect customer information for follow up.
- Encourage social media engagement.

## BOOTH RESTRICTIONS:

THE RESTRICTIONS LISTED BELOW WILL BE STRICTLY ENFORCED.	
No early closing of booths even if you run out of product.	No dismantling booth before 6:00 pm on Sunday.
No tents or umbrellas. These items are a fire hazard.	No liquid propane, combustibles, or deep fryers.
No music nor flashing lights.	No selling "prepared foods" such as sandwiches, entrees, etc.
No booth sharing. (Only one company per booth.)	No vehicles permitted into the Exposition Center.
<b>No distributing stickers</b> or any material having gummed or adhesive backing. Exhibitors found distributing such material shall immediately forfeit all space rights and, in addition, may be held financially responsible for all damages resulting from these materials being affixed to State Fair property and the cost of removal.	

## TAXES:

- **NC Sales & Use Tax**
  - All exhibitors must include a valid NC Sales & Use Tax Number on their application. We are required to provide the NC Department of Revenue with a list of vendors and their contact information.
- **Wake County Prepared Food and Beverage Tax – Due by June 21, 2024**
  - Effective January 1, 1993, the Wake County Board of Commissioners levied a Prepared Food and Beverage Tax of one percent of the sale price of prepared food and beverages. This tax is applicable to all prepared food and beverages sold by any retailer with sales operating at the NC State Fair that are subject to NC Sales tax imposed by the State under General Statute 105-164.4(a)(1).
  - Reference the documents linked below:
    - [Fair Concessionaires: Notice of One Percent Prepared Food and Beverage Tax](https://gottobenc.com/wp-content/uploads/2024/02/Fair-Concessionaires-Notice-of-One-Percent-Prepared-Food-and-Beverage-Tax.pdf)  
<https://gottobenc.com/wp-content/uploads/2024/02/Fair-Concessionaires-Notice-of-One-Percent-Prepared-Food-and-Beverage-Tax.pdf>
    - [Wake County Tax Administration Implementation of the F&B One Percent Tax](https://gottobenc.com/wp-content/uploads/2024/02/Wake-County-Tax-Administration-Implementation-of-the-F&B-One-Percent-Tax.pdf)  
<https://gottobenc.com/wp-content/uploads/2024/02/Wake-County-Tax-Administration-Implementation-of-the-F&B-One-Percent-Tax.pdf>
    - [Wake County Tax Administration Q&A](https://gottobenc.com/wp-content/uploads/2024/02/Wake-County-Tax-Administration-QA.pdf)  
<https://gottobenc.com/wp-content/uploads/2024/02/Wake-County-Tax-Administration-QA.pdf>

## PERMITS:

- **Wake County Temporary Food Establishment Permit Application - Due May 2, 2024**
  - Exhibitors that are sampling items that require refrigeration or handling of products such as hot dogs, other meats, some dips, cooked or prepared fruits or vegetables will need permits.
  - Vendors that sample cotton candy, nuts, popcorn, candy, chips with dry spices, etc. would not require a permit for Wake County Environmental Services.
  - Vendors that need a permit would need to apply online. The application and fees for the permit are submitted and paid online. Reference the documents linked below to help you navigate the online portal.
    - [TFE Application 2024 GTBCN Letter to Vendors](https://gottobenc.com/wp-content/uploads/2024/02/TFE-Application-2024-GTBNC-Letter-to-Vendors.pdf)  
<https://gottobenc.com/wp-content/uploads/2024/02/TFE-Application-2024-GTBNC-Letter-to-Vendors.pdf>
    - [TFE Permit Portal How to with Pics](https://gottobenc.com/wp-content/uploads/2024/02/TFE-PermitPortalHowToWithPics.pdf)  
<https://gottobenc.com/wp-content/uploads/2024/02/TFE-PermitPortalHowToWithPics.pdf>

- If you are uncertain if you are required to have a permit, have any questions, or need assistance with the application process, contact: Ginger Johnson, Wake County Environmental Services at: (919) 612-5597 or [Ginger.Johnson@wakegov.com](mailto:Ginger.Johnson@wakegov.com).
- The NCDA&CS marketing staff will NOT be responsible for answering your permitting questions and will refer you to Ms. Johnson if we are contacted.

## INSPECTIONS:

- **NCDA&CS Food & Drug Protection Inspection Requirements:**

- The NCDA&CS Food & Drug Protection Division performs food safety inspections to all food and beverage exhibitors that are not under inspection by the Local County Health Department. Vendors are required to comply to sell at any local and county fairs in the state of North Carolina.
- If you have questions regarding inspections and hand sinks, contact NCDA&CS Food Regulatory Specialist, John Minchew directly at (252) 886-0844.
- Reference the document linked below which includes a list of things they look for during their inspections.
  - [GTBNC Festival 2024 Food and Drug Inspection Letter](https://gottobenc.com/wp-content/uploads/2024/02/GTBNC-Festival-2024-Food-and-Drug-Inspection-Letter.pdf)  
https://gottobenc.com/wp-content/uploads/2024/02/GTBNC-Festival-2024-Food-and-Drug-Inspection-Letter.pdf
- Be advised that NCDA&CS marketing staff will not be responsible for answering your inspection questions and will refer you to Mr. Minchew if questioned.
- Products being sampled/sold must come from an inspected production facility.
- Any vendor preparing, handling, cutting, baking, serving products for retail sale will need a dedicated hand sink, running water at suitable temperature, towels, and hand soap.
- **Exhibitors must provide their own hand sink. Please consider this expense/investment before submitting your application. NCDA&CS WILL NOT PROVIDE HAND SINKS TO VENDORS.**
- If food items are being handed out as samples, the NCDA&CS inspectors will not complete an inspection of that vendor or require them to have a hand sink.
- If food is being sold prepackaged, they will not require a hand sink. Even if you aren't being inspected, it is still recommended that if you have a hand sink, bring it along with gloves and/or hand sanitizer.
- Foods that fall under NCDA&CS inspections include items that are not sold prepackaged such as cookies and other baked items being packaged on-site, dipped ice cream, candy apples that are not displayed sealed, rice cakes that are made onsite and frozen slush drink products.
  - Basically, any food items that are not prepackaged that are handled and/or exposed to the environment that can possibly be contaminated that are being offered for sale.
  - Items that don't typically require an inspection: items that were prepared offsite at an approved and inspected kitchen that are prepackaged and labeled that are sold in the same package that they arrived in at the event.

- Items that are only being provided as samples and not offered for sale such as BBQ on bread and the actual product that the customer is purchasing is a sealed jar prepared and labeled offsite.
- Products for self-serve require proper labeling. A label should include company name, address, net weight, complete ingredient statement and product name.
- The NCDA&CS inspectors will plan to complete the inspections on Friday morning prior to the start of the festival.

## **CANNABIDIOL (CBD):**

- **The US Food and Drug Administration currently considers the following to be “prohibited acts” within its regulatory authority:**
  - The sale of food products to which CBD has been added.
  - The sale of CBD products as a dietary supplement.
  - The sale of CBD products that have been marketed with health claims.
  - Accordingly, no CBD products may be sold that fall within any of these categories.
  - Tinctures, salves, and other products that do not fall within any of these three categories may be sold on the premises if the products meet all other state and federal regulations.
  - Any products which are derived from cannabis are prohibited.
  - NCDA&CS reserves the right to notify appropriate authorities regarding the unlawful sale of certain CBD products on the premises.

## **WINERIES/BREWERIES/DISTILLERIES: NEW RULES**

- Breweries, wineries, and distilleries may sample and sell up to one beer, wine, or cocktail per person per day.
- The sale of beer and wine, in closed factory sealed containers, is only for off-premises consumption.
- Sample sizes for wine are one-ounce, beer can be no more than two-ounce samples and distilled spirit samples are limited to 0.25-ounce samples.
- The sale of beer, wine, or spirits, for on-site consumption, is only allowed in the Agri Supply Exposition Center. No open alcoholic beverages will be permitted into the lobby or to leave the building. A vendor is limited to selling one 8-ounce serving of beer or one 4-ounce serving of wine or one cocktail containing no more than 0.75 -ounce per person, per day.
- Failure to comply will result in immediate dismissal from the Agri Supply Exposition Center. Festival security and ABC officers will enforce these rules and regulations.
- Bring a copy of your special event permit with you to the festival.
- Beer, wine, and spirits vendors are responsible for checking the ID of anyone sampling or purchasing.

## HOME-BASED/COTTAGE COMPANIES:

- The facility making the food product(s) for sale must have received and passed all applicable food safety and compliance inspections and companies are responsible for providing proof of these inspections upon request.
- All products must comply with current food labeling requirements.

## CERTIFICATE OF LIABILITY INSURANCE FOR GENERAL LIABILITY (COI):

- Current Certificate of Liability Insurance for General Liability (COI) coverage must be provided with your application.
- The minimum requirements for coverage are \$1,000,000 Combined Single Limit for each occurrence.
- An insurance company licensed to do business in North Carolina must issue the certificate.
- **Both NCDA&CS and NC State Fair MUST BE LISTED AS ADDITIONAL INSURED on the COI.**
- **The address to be listed is 4285 Trinity Road, Raleigh, NC 27607.**
- Refer to the example below:
  - [Certificate of Liability Insurance \(COI\) Example](https://gottobenc.com/wp-content/uploads/2024/02/Certificate-of-Liability-Insurance-Festival-Example-2024.jpg)  
<https://gottobenc.com/wp-content/uploads/2024/02/Certificate-of-Liability-Insurance-Festival-Example-2024.jpg>

## LIABILITY CLAUSE:

- Each exhibitor will be liable and responsible for the products being exhibited and for the actions of the individuals representing the company and/or products.
- While at the host site of the event, the NCDA&CS is not liable or responsible for any damages or additional costs the exhibiting company requires that have not been prearranged by the NCDA&CS.
- NCDA&CS will be responsible only for the actions of its employees pursuant to North Carolina law.

## CONTACT INFORMATION:

Contact Events/Project Manager, Brenna Favara at (919) 707-3154 or email [Brenna.Favara@ncagr.gov](mailto:Brenna.Favara@ncagr.gov) with any questions.

Exhibitor Rules and Regulations are subject to change and may be sent via email prior to the beginning of the event. By submitting the Exhibitor Application, exhibitors are agreeing that they have read and will abide by all Rules and Regulations above and those sent later by the NCDA&CS. Exhibitor also agrees everyone representing the Exhibitor in the Got to Be NC / Food Lion Local Marketplace will be made aware of and abide by the Rules and Regulations.

**Keep a copy of your application and the Rules and Regulations for your records.**

**More information will be emailed to confirmed exhibitors at least two weeks prior to the event.**