



# Croaker Festival Non-Profit Craft and Information Vendor Agreement:

All vendors must read and agree to the following Vendor Agreement before applying for a booth space. Please read through these terms and conditions and check the "Vendor Agreement Confirmation" box (at the top of the application form below) to confirm that you have read and agree to these terms **before** submitting your application. Thank you.

## Non-Profit Craft Booth Fees

If you will be selling products or services, booth space for non-profit organizations and churches located in or providing services in Pamlico County is **\$155 per Craft/Merchandise booth**.

## Non-Profit Information Booth Fees

If you will be providing only information about your organization, booth space for non-profit organizations and churches located in or providing services in Pamlico County is **\$85 per Information Only booth**.

## Booth Assignment

Spaces will be assigned once all vendors have been selected. All vendors must check in at the Croaker Booth upon arriving at the festival for booth space assignments. Do not proceed to a booth location without verifying your booth assignment with us first.

## Booth Size

Booth space is allocated in units of 10' x 12'. We cannot guarantee you a place in the shade so we suggest that you furnish your own sun protection or tent. Your booth will be either on grass, pavement, or gravel. Please be prepared for the possibility of inclement weather, including rain and wind. We suggest sides for tents. We also ask that in case of a rain event, you remain at your location. Vehicles will not be allowed on the grounds until 6:00pm Saturday.

## Festival Headquarters

The headquarters for the festival is at the Croaker Booth located on the corner of South Avenue and Freemason Street in Oriental.

## Entering the Festival Grounds

All vendors must enter the festival grounds from Broad Street, turn east onto Hodges Street, go to the end and turn left onto South Street. Although vendors receive booth assignments when

they are accepted, it is sometimes necessary for staff to change the assignments. Check in at the Croaker Booth before moving your setup to its assigned place.

## Set Up and Break Down

The Croaker Festival officially starts at 4pm on Friday, however, please see Booth Setup for Friday below for more information. Booth Fees includes both days of the Festival. No set-ups are permitted before Friday morning.

**Booth Setup Friday:** All Vendor Booths may be set up on Friday between 8am and 11am. Vendors are urged to set up tents and tables on Friday. Vehicles must be removed from the festival site by Noon. The opening ceremonies for the festival begin at 4:00 PM.

**Booth Setup Saturday:** Vendors may set up at 7am on Saturday morning. Booths must be open by 8:30 AM, with all vehicles removed from the festival site by 8:15 AM – no exceptions.

There will be a street dance on Saturday evening. **Vendors may not close or dismantle booths before 6:00 PM on Saturday.**

## Restricted Items

T-Shirts may be sold only by Pamlico County Non-Profit vendors and by Croaker Festival (no exceptions).

Food and beverages may be distributed or sold by food vendors only.

**\*\*Absolutely NO weapons of any kind are to be sold or distributed, such as knives, crossbows and bolts, sling shots, etc. including "toy weapons".**

## Electricity

Electricity is available on a limited basis for Craft and Information Booths. If you need electricity, please be sure to indicate that on this form and bring outdoor extension cords for hook up. If you experience any electrical failure, please notify the Croaker Booth. Please **DO NOT** attempt to fix the problem yourself.

## Parking and Street Access

The Town of Oriental authorizes certain streets to be closed to vehicle traffic on Friday and Saturday. **Streets will be closed Friday 4:30 to 8:00pm and Saturday from 10:00am to 9:00pm.** No access to, or parking on, the closed streets will be permitted during these hours except for:

- Bands/musicians who may enter for loading/unloading their equipment only. (Permit Required)
- Parade participants

- Emergency vehicles responding to an emergency.

There will be no exceptions. Vendors who remove barricades, do not obey the traffic control staff, or otherwise violate the closed street signs and rules may be ticketed and may be denied participation in future festival events. Plentiful vendor parking is available in the parking lot at the corner of Third and Church Streets.

## Security

We cannot guarantee security. However, for the 40 plus years that the festival has been held, there have been no thefts from any of the booths left up overnight. The Town provides limited police protection for the duration of the festival.

## First Aid Locations

In case of a medical emergency, call 911, or notify an attendant at the Croaker Booth to call for assistance.

## Trash Removal

We will have garbage cans and a large dumpster available for trash. Booths must be taken down and trash removed no later than 7:00 AM Sunday morning, prior to the Community Sunday Service in the Park.

Vendors are responsible for clean-up of their own booth sites.

## Accommodations

Accommodations are listed on [www.TownOfOriental.com](http://www.TownOfOriental.com). Vendors with RV units may NOT park them in the Festival area during the festival.

## Cancellation Policy

Cancellation notice must be given to booth chairman before June 1, 2024 by written notification or by email for a full refund. No refunds will be made after this date. The festival is a local charity event with all proceeds going directly to local charities and non-profit agencies, to the fireworks fund, or to the actual costs of running the festival. In the event of weather related or other circumstances that require the cancellation of the festival your booth fee will be donated to the Croaker Festival general operating fund, unless you designate a particular Pamlico County non-profit organization.