



# Croaker Festival Non-Profit Food 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 online application form) to confirm that you have read and agree to these terms **before** submitting your application. Thank you.

## Non-Profit Food Booth Fees

Booth space for non-profit organizations who would like to sell food who are located in or providing services in Pamlico County is **\$175 per booth**.

## Temporary Food Permit

All food vendors must provide information and obtain a permit from the Pamlico County Health Department. The cost for a temporary food permit is \$75, but is **waived** for Non-Profit organizations and churches. We do require documentation for your Non-Profit status. Please bring a copy of your Non-Profit status document to the festival when you arrive to set up.

## Food Offerings

Only those items approved in advance by the Festival may be sold. Additionally, all food and beverage items and their prices must be displayed prominently on the outside of the booth; food and beverage sales may not begin until this signage is in place.

## 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, sales can begin as soon as your booth space is set up and ready! 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.**

## Electricity

Electricity is available to all food vendors. Please be sure to bring adequate 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 to South Ave. on Friday 12:00 noon to 8:00pm and Saturday from 8:15am to 10:00pm.** 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.

Cooking oil may NOT be deposited in the dumpsters and must be removed by the vendors. Our garbage (trash) crew will be collecting your trash periodically during the festival as they service festival garbage cans, helping you to keep your area clean.

## 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, 2026 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.