



VENDOR HANDBOOK

SEPTEMBER 11-19, 2026

# NOTE TO VENDORS

We appreciate your interest in joining us as a vendor at the 2026 Cabarrus County Fair! This handbook is intended to clarify policies impacting the successful operation of your booth/stand. Please read through this document carefully prior to submitting your application for consideration. **Use special care to read through Insurance requirements and all policies to ensure you can comply with them before being considered for space.**

Your signature on your application certifies that you agree to abide by the terms and conditions set forth in this handbook so please be sure you are comfortable with and understand them.

## The Process Basics:

- Read this entire Handbook
- Fill out your Application completely and print clearly.
  - Incomplete applications are not considered.
  - New applications must be submitted for each year's Fair.
- Include a Photo and any attachment(s) with your application as directed
- Submit your application using one of the methods listed on the back of the application
- Application review time can vary based on the time of year the application is received.

If your application is Approved:

- You will be issued a contract that will be sent to the email address on your application.
- The contract needs to be signed and returned, along with your payment\* in full, by the due date\* listed in your contract.
- **Vendors are required to submit their Certificate of Insurance (COI) with their signed contract and balance but have until Aug 1 to submit an accurate COI.**

\*The signed contract and balance are due seven (7) days after the contract is issued. Fair management shall have the authority and absolute discretion to cancel any contract for card payments that are declined for ANY reason and/ or check payments returned as non-sufficient funds or similar. Returned checks will incur a processing fee by Cabarrus County Finance. If the full payment, certificate of insurance and/or signed contract is not received by the due date (s) stated on the contract, the vendor's space will be released.

If your application is NOT Approved:

- You will received notice to the email address on your application.
- The notice will include reason(s) for not being approved.

Fair Management reserves the final and absolute right to interpret the rules and regulations found in this handbook. We will settle all matters, answer questions and differences, relative to the Fair and/or Management, to control and protect Cabarrus County and its patrons.

SAFETY IS OUR #1 PRIORITY! The information and contents of this handbook are in place to assist us in creating a safe and successful environment for all. Thank you in advance for your participation in making a family-friendly event!

If you have any questions after, please do not hesitate to contact the Fair Office and we'll be happy to assist you. We look forward to the opportunity to work with you!

## FAST FACTS ABOUT THE CABARRUS COUNTY FAIR

### 2026 Cabarrus County Fair, September 11-19

**PHYSICAL ADDRESS:** Cabarrus County Fair, 4759 Highway 49 North, Concord, NC 28025

**MAILING ADDRESS:** Cabarrus County Fair, PO Box 707, Concord, NC 28026-0707

**PHONE:** 704-920-3992

**FAX:** 704-920-3978

**EMAIL:** fair@cabarruscounty.us

**WEBSITE:** [www.cabarruscountyfair.com](http://www.cabarruscountyfair.com)

As a fair that attracts over 60,000 guests each year, there are a multitude of demographics to reach! For over 70 years the Cabarrus County Fair has held a very special place in the hearts of community members. As a vendor you have the opportunity to not only be a part of this tradition, but reach a receptive audience. We want to help you maximize your exposure and community leadership in an affordable and FUN way!

**ATTENDANCE:** Over 60,000 each September over 9 days

#### **ADVERTISING & SPONSORSHIP INFORMATION:**

In addition to being a vendor at our Fair, consider advertising your business or sponsoring one of our many family friendly events or areas. We have various opportunities available and unique ways to reach new customers. Our sponsorship packages can be found on our website under the "Sponsor" tab.

#### **DAILY OPERATING HOURS:**

<b>Friday</b> (Sept 11)	4:00pm to 11:00pm	<b>Wednesday</b> (Sept 16)	4:00pm to 10:00pm
<b>Saturday</b> (Sept 12)	1:00pm to 11:00pm	<b>Thursday</b> (Sept 17)	4:00pm to 10:00pm
<b>Sunday</b> (Sept 13)	1:00pm to 10:00pm	<b>Friday</b> (Sept 18)	4:00pm to 11:00pm
<b>Monday</b> (Sept 14)	4:00pm to 10:00pm	<b>Saturday</b> (Sept 19)	1:00pm to 11:00pm
<b>Tuesday</b> (Sept 15)	4:00pm to 10:00pm		

The fair will be having theme nights again this year. This may impact our opening and/or closing hours. We are in the process of determining what those theme nights will be and will notify our vendors with updated information.

## CABARRUS COUNTY FAIR RULES AND REGULATIONS (PLEASE READ CAREFULLY) ALL VENDORS

The Cabarrus County Fair reserves the right to cancel at any time all contracts made with vendors for any infraction of the rules or regulations made herein, with no refund, and to cancel or modify all contracts, whatever kind, by public notice, due to an act of providence or any occurrence beyond the reasonable control of the Cabarrus County Fair, such as inclement weather, war, riot, terrorism, epidemic, fire, flood, storm or pestilence, which prevents holding the Fair for all or part of the time allotted for the Fair.

**Pursuant to N.C. Gen. Stat. 14-208.18(a)(4), it is unlawful for sex offenders, as defined by the Article, to be on any agricultural fairgrounds while in operation.**

Vendors must abide by all applicable local, state and federal laws.

**CONDUCT: ZERO TOLERANCE - The Cabarrus County Fair reserves the right to cancel at any time all contracts made with vendors for ANY conduct deemed unprofessional by Fair Management or any cause that would have resulted in refusal of application, with no refund. Refer to the Vendor Code of Ethics (page 7) for additional information.**

**ADA GUIDELINES:** The Office on the Americans with Disabilities Act (ADA) has issued certain guidelines which must be considered when facilities are open to the public. The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or is regarded as having such impairment. Cabarrus County wants everyone to feel welcome while they are on our fairgrounds. We appreciate your cooperation in offering additional assistance to our guests if needed. The ADA is part of the U.S. Department of Justice, Civil Rights Division, therefore, there are certain rules and regulations we must all abide by.

**DEPOSIT: Deposits are no longer charged due the quick turnaround of applications approved and contracted with the full balance then due.** All Vendor applications must include information for a Visa or MasterCard for payment for space unless approved by Fair Management to pay via check or money order. Cash payments will not be accepted.

**SELECTION OF VENDORS For the 2026 Fair:** First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until December 1, 2025 to submit their applications for consideration. After December 1, 2025 Fair Management will review all new vendor applications in the order they are received to determine who we can accommodate.

Applications for space rental are considered on the basis of: 1. Product balance and space requirements/availability on the fairgrounds, 2. Uniqueness and family friendly appeal of product, 3. Satisfactory compliance with these rules and regulations, references, and experience, 4. High quality overall appearance (from submitted photos) that meets the standards of the fair, 5. Overall experience, and the nature of previous and current interactions with the Fair. The Cabarrus County Fair reserves the right to accept or reject any application it receives for any reason, not limited to vendor space based on the selection process criteria. Any vendor who has been suspended, expelled from, or otherwise penalized for violation of contract terms or rules of any Event or any Fair holding membership in the International Association of Fairs and Exhibitions shall be denied space at the Cabarrus County Fair. **The Cabarrus County Fair reserves the right to deny any application for conduct deemed unprofessional Fair Management by any representative of the applicants' organization and/or group.**

**SPACE:** Cabarrus County Fair Management has sole discretion on placement and moving of the vendors booths/stands. You must confine your business to the specific area you rent. Vendors are required to participate in all 9 days of the fair, as such there are no prorated spaces. There will be no soliciting, signage or handing out of written materials by any organization (including religious, charitable, non-profit, political, etc.), groups or individuals outside of the space that has been leased. Sales personnel and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or an interference to the public or to other vendors. **Vendors are not allowed in the aisles, front or back lobby, or on grounds to promote their booth.** Your booth/stand cannot obstruct the flow of people through aisles or other passageways. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand is prohibited. Vendors must provide, at their own expense, all cables, cords, pumps, showcases, shelving, counters, fittings, etc., which they require. Vendors are required to maintain professional appearance of the booths at all times along with proper staffing. **Booth/stands must be staffed at all times during operating/building hours. Failure to comply will result in a \$100 fine per daily occurrence and may result in loss of space without refund.**

**CONTRACT:** Every individual or company participating in the Cabarrus County Fair must have a written contract. Vendors must have a Space Rental Contract signed by the Fair Director. Fair Management must have a signed contract, proper insurance certificate and payment in full by the specified date within the contract. If the full payment, certificate of insurance and/or signed contract is not received by the due date stated on the contract, the vendor's space will be released and a contract will be generated to the next approved vendor on the waiting list. Contract space is **NON-TRANSFERABLE, and all payments are NON-REFUNDABLE. NO EXCEPTIONS. All sales are final.**

**SUBLEASING:** Subleasing or any other type of transfer of contracted space is not permitted under any circumstance.

**PAYMENTS:** All signed contracts must be returned within one week after the contract is generated and emailed with a payment in full of the total balance due unless otherwise written in the contract. Failure to return a signed contract and/or balance by the deadline will result in loss of space. We accept personal checks, money orders, Visa and MasterCard. All checks must be made payable to the Cabarrus County Fair, and mailed with your signed contract to P O Box 707, Concord, NC 28026-0707, Attention: Cabarrus County Fair. All payments are non-refundable, non-transferrable, no exceptions. Fair management shall have the authority and absolute discretion to cancel any contract for card payments that are declined for ANY reason and/or check payments returned as non-sufficient funds or similar. Returned checks will incur a processing fee by Cabarrus County Finance.

**INSURANCE REQUIREMENTS: See page 12.**

## **CABARRUS COUNTY FAIR RULES AND REGULATIONS (continued page 2) (PLEASE READ CAREFULLY) ALL VENDORS**

**LIABILITY:** All property brought onto the fairgrounds or into the buildings will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms corporations and other entities must make their own arrangements to protect their property at all times. The Cabarrus County Fair will employ Sheriff Deputies who will promote the safety and protection of our patrons, vendors, exhibits and property on the fairgrounds. However, under no circumstances, will the County, the Fair, the Cabarrus Arena and Events Center, or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes without limitation, booths, stands, electronic equipment, automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other conditions.

**NC SALES TAX GUIDELINES:** In accordance with the requirements of N.C. Gen. Stat. § 66-255, each vendor must register with the North Carolina Department of Revenue prior to the fair and exhibit a valid Certificate of Registration for visual inspection by the event operator at the time of check-in and set-up. Each vendor must keep the Certificate of Registration conspicuously and prominently displayed, so as to be visible for inspection by patrons of the vendor at the places or locations at which goods are offered for sale for the duration of the fair. A print-out or copy of a sales and use tax coupon from the Department's online registry will suffice. To ensure compliance with these requirements all registered vendors must provide their North Carolina Department of Revenue Certificate of Registration Number (Sales Tax Account ID #) to Fair Management by August 1. Visit [www.ncdor.gov](http://www.ncdor.gov) or call 1-877-252-3052 to register.

**ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES:** Alcoholic beverages and illegal substances are not allowed on the fairgrounds, in campgrounds or in parking areas. Any vendor or patron found under the influence or in possession of alcohol or illegal substances will be required to leave the fairgrounds immediately. They will not be allowed access to the fairgrounds for the duration of the Fair and will be subject to arrest. **NO REFUNDS WILL BE GIVEN TO ANYONE WHO IS REMOVED FROM THE PROPERTY. NO EXCEPTIONS.**

**DISPLAYS & PRODUCTS:** Fair Management shall have control over all displays, booths and stands of every kind within the fairgrounds. This is a family-oriented Fair and your booth display **MUST** reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that Fair Management deems inappropriate for a family oriented atmosphere, in its sole and exclusive judgment.

**DRAWINGS & RAFFLES:** All persons or companies who would like to conduct prize drawings must first get approval from Fair Management at least 10 business days prior to Fair opening. If approval is given then they must submit to Fair Management within two (2) weeks after the close of the Fair a written email listing the name, address and prize delivered to each winner. Raffles are prohibited amongst commercial vendors.

**UNIFORMS & STAFFING:** All vendors and their staff are required to wear uniforms or appropriate/matching attire. Badges with photo id or name tags must be worn at all times. All booths **MUST** be staffed during fair and building hours. **Failure to staff your unit during operating hours will result in a \$100 fine per occurrence and may result in immediate loss of space without refund.** Fair staff also reserves the right to refuse renewal of your space for the next fair should you not follow the staffing and uniform requirements. **ALL VENDOR BOOTHS/STANDS MUST BE STAFFED DURING ALL FAIR OPERATION/BUILDING HOURS, LATE OPENING AND EARLY CLOSING OF YOUR BOOTH/STAND IS PROHIBITED.** Staff working your booth/stand must be over 18 years of age.

**DEFAULT:** In the event that any vendor fails to occupy leased space by the end of set-up (4:00 pm on Wednesday, September 9 for outside food vendors, Thursday, September 10 at 4:00 pm for outside novelty vendors and by 2:00 pm on Friday, September 11, 2026, for all inside vendors) their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

**CAMPING:** Camping space is available at \$250 for the duration of the Fair. There will be no prorated spaces. Full payment will be charged regardless of arrival time. Campers can begin check-in no earlier than Monday, September 7, 2026 at 9:00 am. Camping facilities on the grounds are extremely limited and available on a first-come, first-serve basis. Each space will be individually assigned. Camping fee includes water and 30 AMP electric service. No campers or motor homes will be permitted in areas that are not designated by the Cabarrus County Fair. No campers or motor homes will be permitted on the grounds until authorized by Fair Management. No tent camping will be permitted. Compliance with these regulations will be strictly enforced. Failure to comply may result in immediate loss of camping and stand/booth space, without refund.

### **CAMPING REGULATIONS:**

1. Spaces are assigned. All campers must check-in with the Cabarrus County Fair Director prior to parking their camper. Violators are subject to a \$100 fine and loss of space.
2. Camping will only be allowed in assigned spaces. You may park one camper and auto or truck. Any additional units are subject to additional camping fees.
3. Do not park on other camping spaces; do not block access to other campers; do not block roads or fire lanes; **BE CONSIDERATE OF YOUR NEIGHBORS.**
4. No open campfires, only contained cooking grills are permitted.
5. All trash must be placed in proper containers, and placed in the dumpster. **TRASH LEFT ON THE GROUND WILL RESULT IN FINE.**
6. All animals must be kept on a leash. All pet waste must be picked up and removed by the pet owner.
7. Do not damage any trees or vegetation.
8. Campers will be placed on location and hooked up between 9:00 am and 5:00 pm, Monday, September 7 and Wednesday, September 9, 2026. **NO CAMPERS WILL BE ALLOWED TO PARK AND HOOKUP OTHERWISE. ALL ELECTRIC, WATER & SEWER HOOKUPS MUST BE DONE BY CABARRUS COUNTY FAIR STAFF. ANYONE NOT COMPLYING WITH THESE RULES WILL BE FINED \$500 AND BE ASKED TO LEAVE.** Campers must provide an approved cord for hookup.
9. All campers must be off of the property **NO LATER** than Sunday, September 20 at 4:00 pm. Campers left after this date will be towed at the owners expense, subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

**STOCK TRUCK PARKING:** Approved stock trucks will be required to park in the designated stock truck parking lot only unless directed otherwise by the Fair Director For all Stock Trucks there will be a charge of \$75.00 per truck. **UNDER NO CIRCUMSTANCES WILL ANY STOCK TRUCKS BE ALLOWED TO PARK IN ANY OF THE CABARRUS ARENA & EVENTS CENTER'S PARKING LOTS.** . Failure to report that you will have a stock truck will result in fines. Due to space limitations, stock truck(s) may not be approved. Space for stock trucks will be available on a first-come first-serve basis.

**NO PERSONAL OR COMPANY VEHICLES MAY PARK BESIDE OR BEHIND UNITS.**

**REFUNDS: There are NO REFUNDS for any payments or deposits made to the Fair. All sales are final. NO EXCEPTIONS.**

## CABARRUS COUNTY FAIR RULES AND REGULATIONS (continued page 3) (PLEASE READ CAREFULLY) ALL VENDORS

**EXCLUSIVITY:** For the mutual benefit of our Exhibitors and the fair-going public, we do make every attempt to diversify products by not overbooking similar lines of products or merchandise. The Fair makes the best selection from available applications. On a very rare occasion, the Fair will grant product exclusivity – usually through a sponsorship agreement.

**VENDOR SEASON PASSES:** All vendors must possess their Cabarrus County Fair Vendor Pass at all times while on the fairgrounds. These passes will be accepted for admission at any gate. If any of your representatives do not have a vendor season pass, they will be required to purchase a general admission ticket at the gate for that day. Please make sure all of your representatives are aware of this policy. No passes will be released until vendor Check- In for set-up at the Fair. Vendor will be unable to check-in and receive passes unless the Fair has received full payment and all paperwork, including an accurate Certificate of Liability Insurance. The representative that checks your booth/stand in will be the one who receives your passes and key paperwork for your booth/stand. If for some reason these passes are lost, stolen or misplaced, it will be this representative's personal responsibility to purchase daily tickets for your organization. **THERE IS NO WILL CALL. Please plan ahead.**

**UTILITY CONNECTION & USE:** Any vendor using water, sewer, and/or electric must do so in accordance with the established guidelines. All hookups and disconnects are required to be made by Cabarrus County Fair Staff. Altering/splicing of electric will result in a \$500 fine charged to the vendor's credit card. The vendor will be disconnected, removed from the property and no refund will be given for any payments. No exceptions.

**ELECTRIC:** Details for inside and outside vendors is located on those specific pages in the Handbook. All outside food vendors are responsible for all internal wiring required to operate. Additional power usage from what was requested on the vendors' application may result in fines.

**INTERNET SERVICE:** Currently, WiFi service is not offered outside on the midway. There is free access to vendors in the buildings but the bandwidth available is limited. Credit card or other devices may not work reliably or at all if they use 3G (or older) technology or during high traffic times.

**SMOKING POLICY:** In order to provide a professional, safe and healthy work environment smoking is only permitted for vendors working on the premises in areas that are not viewable by Fair patrons. Fair Management can assist you in identifying appropriate locations upon request.

**DELIVERIES:** All deliveries to the midway and the buildings must be made prior to 3 pm Monday – Friday and 12 noon on Saturday—Sunday.

**TRAFFIC ON THE MIDWAY:** Only EMS, Sheriff's Department and the Fair Director are allowed to drive golf carts on the midway when the gates are open. Personal and/or commercial motor vehicles must be removed from the midway **30 minutes** prior to the opening of the gate. Anyone caught violating this rule will have their vehicle towed at the owners expense and risks loss of space at future fairs.

**PARKING:** All parking is free and vehicles park on a first come first serve basis. Vehicles parked in Fire Lanes or "No Parking" Zones will be towed immediately at the owner's expense. All personal vehicles, including vendor vehicles, must park in the general public parking lots. Vehicles parked in Fire Lanes or "No Parking" Zones will be towed immediately at the owner's expense. Outside Vendors will receive a parking hang tag for approved stock trucks only.

**TRASH & GREASE DISPOSAL:** Fair Management requires you to keep your booths/stands clean and sanitary at all times by removing trash or refuse and by placing same in trash containers. We appreciate your cooperation in keeping our fairgrounds clean and attractive. Trash barrels and grease bins will be located near the outside food vendors. Trash produced inside and around food stands should be put into trash bags, tied and placed in the area designated by the Fair Director. Grease must be placed in appropriate grease containers. Violators will forfeit any opportunity to be offered a contract for the next year and will receive a charge of \$100 to their credit card. **Vendors leaving trash behind on the ground and not in receptacles upon move-out will be fined \$250 and risk loss of future space.**

**RECYCLE:** All Vendors must separate waste and use the designated recycling bins provided by the Fair. Vendors should flatten all cardboard boxes and bring them to the cardboard dumpster next to the Fair Office for disposal. Vendors should also use materials and supplies that are biodegradable and/or made from recyclable materials (utensils, plates, cups, napkins, straws, paper, etc.) and display reusable signage whenever possible.

**SIGNAGE & MENUS:** ALL vendor signs, menus and price tags must be printed. **HANDWRITTEN SIGNS OF ANY KIND ARE NEVER PERMITTED.** SANDWICH BOARDS ARE ALSO PROHIBITED. Items that were not listed on your submitted application must be approved by Fair Management prior to offering the item(s) for sale to patrons.

**ATMs:** They are located at the front gate, and in other areas throughout the fairgrounds.

**BALLOONS:** No balloons will be allowed for booth/stand decorations or to be passed out to the public.

**NO STICKERS OR GUM ARE ALLOWED TO BE SOLD OR PASSED OUT.**

**BEVERAGES SOLD:** No drinks are to be sold in glass bottles.

**DRONES/ UNMANNED AIRCRAFTS:** It is prohibited to fly drones, or other unmanned aircraft, over the fairgrounds, including parking lots.

**INCLEMENT WEATHER:** In the event of rain or severe weather, all booths/stands must remain open until you receive notification from Fair Management. Upon receipt, the booth/stand must close immediately.

**TEAR DOWN:** Vendors may not tear down anything until after 11 pm on Saturday, September 19. Any vendor leaving prior to this time is subject to loss of space for next year and will be charged a \$100 non-performance fee on their credit card for violation of the contract. On Saturday, September 19, 2026 at 11:00 pm, tear down will begin. This will be done in a professional manner. The Cabarrus County Fair will permit vehicles to move into the facility using an orderly system. Gold Hall will remain open until 11:59 pm on Saturday, September 19. The building will close and open again on Sunday, September 20 from 10:00 am to 3:00 pm. Gold Hall Vendors can begin teardown once the building has closed. **IF ANY VENDOR DAMAGES ANY OF THE CENTER'S PROPERTY, FINES OF \$500 or the cost of repairs whichever is more, will be imposed, and violators may forfeit their privilege to renew their contract for the next year.** All Vendors, equipment, vehicles and merchandise must be off the property no later than Sunday, September 20 by 3:00 pm. Any merchandise or equipment left in the buildings or on the grounds after 3:00 pm on Sunday, September 20 will be disposed of and vendor will be subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

## **CABARRUS COUNTY FAIR CODE OF ETHICS (PLEASE READ CAREFULLY) ALL VENDORS**

### **CONDUCT**

The Fair successfully exists because of our customers. Before you serve each customer keep in mind that they are the reason we are in business and serve them in a way that fulfills that mission. All Vendors are expected to adhere to this Code of Ethics. The Fair expects all Vendors, along with their agents, employees, volunteers, and suppliers to always act in a manner that positively reflects on the Cabarrus County Fair. This includes operating in a way that is professional and demonstrates high standards of business honesty and integrity.

- Lead with kindness and respect! This starts at the very beginning. If a vendor can't be kind to staff during the application process, vendor onboarding process, or set-up processes then Management will assume the vendor will treat Fair patrons similarly and face an immediate loss of consideration and/or space.
- Disrespect of any kind to any Fair staff member, volunteer, patrons or other vendors will not be tolerated regardless of whether it occurs in person, via phone or email. This includes, but is not limited to, acting in a way that is deemed unprofessional, rude, hostile, loud, or aggressive, arguing unnecessarily, using inappropriate language or gestures, throwing any item(s), ignoring directions, or making threats.
- Under the ADA Policy only Service Animals and Service Animals in Training are allowed on the grounds.
- Vendors and their staff will provide fairgoers with exceptional customer service, and treat patrons courteously, ethically, and professionally. If asked, Vendors and their staff will provide fairgoers with information about other products, services, or attractions at the Fair or politely direct them to someone who can assist them.
- Vendors and their staff will provide a clean and well-maintained business and ensure that fairgoers feel welcomed and encouraged to return at a future date.
- Vendors and their staff will handle all inquiries, request, transactions, correspondence, and complaints promptly and fairly, and abide by all applicable federal, state, and local laws.
- Vendors will exercise truth in all promotional materials concerning products, services, or amenities provided.
- It is the policy of the Fair to investigate all complaints and allegations of vendor misconduct. This includes not only violations of these rules, but other acts of impropriety, the appearance of impropriety, and conduct which may, in the opinion of the Fair, affect the well-being and reputation of the Cabarrus County Fair or prove detrimental or adverse to the interests of the Cabarrus County Fair.

### **RESPONSIBLE ACTION**

- All Vendors shall be open, staffed and ready for business during the posted Fair operating hours. At least one representative of the Vendor shall be in the space from designated opening until designated closing times. Booths/Units opened and not staffed during posted operating hours shall be considered in breach of the terms of this Vendor Handbook.
- The Vendor is responsible for ensuring its agents, employees, volunteers, and suppliers are informed about Fair rules and regulations and are in compliance therewith. Vendor should ensure that a copy of these rules and regulations are available to all agents, employees, volunteers, and suppliers upon request.
- The Vendor is responsible for their own actions, as well as the actions of their agents, employees, volunteers, and suppliers and must reimburse the Fair for any damage to or loss of Fair or other property. Reimbursement for damage or loss shall include not only the cost of replacement property, but also the fair market value of necessary labor and supplies.
- Vendors are responsible for keeping lines from their space from impeding the flow of traffic on walkways or impeding access to other vendors.
- Advertising in any manner outside the space is strictly prohibited. No Exceptions. Advertising outside one's space will be considered a violation.
- Use of tobacco or e-cigarettes (vaping) is not permitted on the fairgrounds except in designated areas not viewable by patrons set forth by the Fair.
- The Vendor agrees to purchase tickets for all additional employees and volunteers. There is no Will-Call window.

**Violations of this policy may result in expulsion from the grounds and the Vendor will be asked to leave immediately forfeiting any fees paid.**

# CABARRUS COUNTY FAIR OUTSIDE FOOD & NOVELTY VENDORS

**CONCESSIONAIRE VENDORS:**

Concession vendor spaces are leased at \$55.00 per foot. The rental fee for a center unit on the midway will be determined by the full length of the longest side of the unit plus half of the shortest side. This includes all awnings, trailer hitches, tie-ons, over hangs, tent stakes and areas outside of your unit that you may be storing supplies. The minimum center unit rental fee for a concessionaire is \$825 for a 10'x10' space (15 total feet). Electrical, water, camping, stock truck, additional passes, etc will also be added to the total fee.

**LINE-UP UNITS:**

The rental fee for a line up unit ("Line Up" means serving from ONLY 1 side and not located on the midway) will be determined by the only serving side of the unit. The minimum line up fee for a concessionaire is \$825 for a 15' x 10' space (15 total front feet). If you are a line-up unit and are intending to be serving from more than one side OR serving from a side other than the one that is in line with the concrete/asphalt then you will be charged by the footage of your full length of the longest side of the unit plus half of the shortest side. You **MUST notify the Fair Office** prior to signing your agreement if you fall into this category as it will not reflect your accurate pricing. Vendors who fail to provide this information on their application are subject to a \$250 fine plus your corrected balance and loss of space at the following years fair.

**NOVELTY VENDORS:**

This includes any other business that does not serve food but cannot successfully conduct business inside. (i.e. face painting, yard décor, bulk or farm machinery, etc.) Note: Most non-concession vendors fall under the Inside Vendor category. These outdoor novelty spaces are leased at \$55.00 per foot. The rental fee for a center unit will be determined by the full length of the longest side of the set up plus half of shortest side. The minimum rental fee for a center unit novelty vendor is \$825 for a 10'x10' space (15 total feet). The minimum line up unit fee for a novelty vendor is \$825 for a 15' x 10' space (15 total front feet). Electrical, camping, additional passes, etc. will also be added to the total fee.

**SPACE APPEARANCE:**

All lights on, in and around your unit must be working and paint or material on your stand should not be faded OR peeling. There will be no exceptions.

**Fencing Requirement:** ALL vendors are required to cover up their storage items (viewable to the public) alongside or behind your unit with 4ft solid white vinyl fencing. Lowe's Home Improvement and Home Depot both sell the white vinyl fencing throughout the year.

**Storage Beside Units:** Refrigerators, coolers, product, tables and other items for storage/use beside your unit count towards your total unit footage. Double check and make sure you are using the footage you provided the fair office to avoid potential fines and limited space issues when you arrive to set-up and that these items are covered by white fencing where appropriate.

**VENDOR PASSES:**

Outside Vendors may **receive a maximum of 6 Vendor Season Passes with their space rental per unit**. If additional Vendor Season Passes are needed, they may purchase additional season passes for \$40.00 each **until noon on Wednesday, August 19. After that date any additional personnel will simply pay the general gate** admission the day of entry. There is NO Will Call area to leave passes. All passes are handed out in the arrival packet when vendors check-in at set-up.

**SET-UP HOURS:**

Outside Vendors will set-up beginning Monday September 7 between 9:00 am—5:00 pm ONLY. Novelty vendors ONLY will be allowed to set-up on Thursday, September 10 from 9:00 am—5:00 pm. You must check in at the Fair Office before entering the fairgrounds and must check in NO LATER than 4:00 pm on set-up days. In the event that any vendor fails to check in for the leased space, by 4:00 pm on the final set-up day their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor. All payments and deposits are non-refundable and non-transferable. When you arrive the Fair Director will escort you to your space. All electric, water and sewer hookups **MUST BE DONE** by Cabarrus County, and will **ONLY BE DONE** between 9:00 am to 5:00 pm on these days only.

**INSPECTIONS:**

Cabarrus County Health Alliance and Fire Marshal will start their inspections of ALL outside vendor stands at 12:00 pm on Thursday, September 10. **PLEASE BE READY. ALL VENDOR INSPECTIONS MUST BE COMPLETED BY 2:00 PM ON THURSDAY, SEPTEMBER 10. ALL VENDORS MUST BE SET-UP AND READY TO SERVE THE PUBLIC BY 3:00 PM, FRIDAY, SEPTEMBER 11, 2026.** The Health Alliance and Fire Marshal report all issues/concerns on an ongoing basis to Fair Management. Fair Management reserves the right to terminate the agreement with any vendor immediately due to repeat issues and/or any one issue deemed by Fair Management to be serious enough of an infraction to terminate agreement. Repeat issues reported to Fair Management may also result in loss of future space at the Cabarrus County Fair.

**ELECTRIC:** Electric hook-ups are not included in the space rental price. Electricity can be supplied to every space and the price is determined by the amount of amps needed. Vendors must provide a minimum of 100 feet of adequate sized cable to reach the Cabarrus County Fair electrical service

A/C 20AMP or less (110v)	\$50.00 per connection
A/C 220 Volt	\$75.00 per connection
30 Amps	\$110.00 per connection
50 Amps	\$155.00 per connection
100 Amps	\$220.00 per connection

- panels. The fees below are per connection/cord.
- Be sure to note on your application if you will have more than one connection/cord.
  - Any "HARD WIRING" for electric hookup is done by County Electric Only.
  - Vendors must supply appropriate adapters and supplies.
  - ALTERING/SPLICING OF ELECTRIC WILL RESULT IN IMMEDIATE DISCONNECTION AND LOSS OF SPACE.

**TRASH:** There will be a \$100 trash collection fee per vendor space.

**WATER:** Connections are \$100 per connection. **VENDORS ARE PROHIBITED FROM ADDING A "Y" CONNECTOR DIRECTLY TO THE WATER TREE AND/OR BACKFLOW DEVICE ON THE WATER TREE. ANY VENDORS CAUGHT VIOLATING THIS POLICY WILL BE FINED \$500 AND SUBJECT TO LOSS OF SPACE.** Vendors will need to request camping space if they require water and sewer for their RV's in the campground.

**GRAY WATER DISPOSAL:** Gray water must be disposed of appropriately, Exhibitors found disposing of gray water in other than appropriate manners will be charged for the cost of removing such gray water, any fines the fair incurred from the improper disposal and repairing any damage resulting from exhibitor's improper disposal.

**PROPANE GAS:** Vendors are responsible for obtaining and arranging propane delivery to their stand.

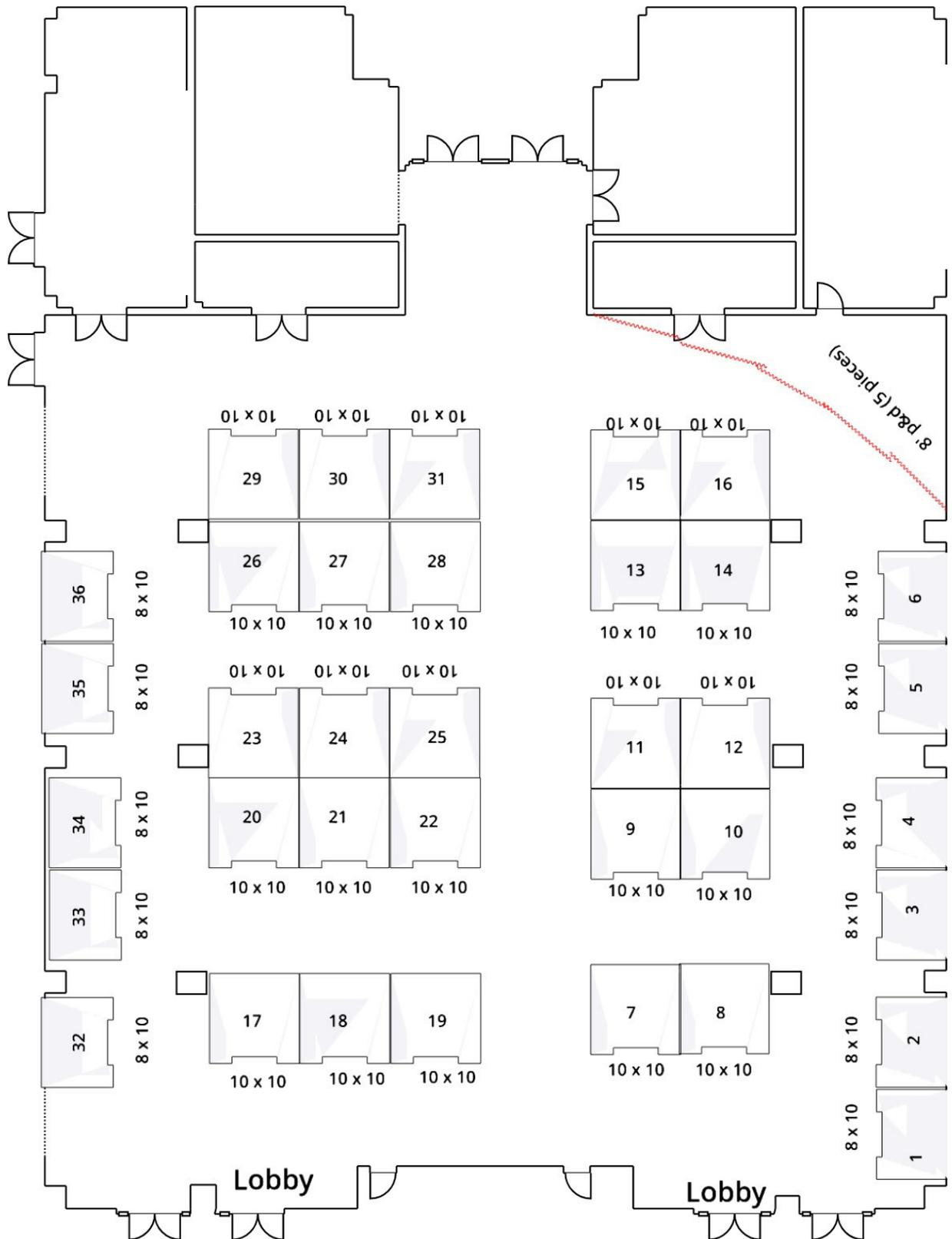
**ICE:** The Fair does not supply or provide ice for sale to Vendors on the grounds.

**FIRE EXTINGUISHERS:** Food vendors cooking in deep fat fryers or ordinary fryers must have a rated fire extinguisher Type K.

**OUTSIDE VENDOR HOURS:** Are the same as daily operation hours.

**TEARDOWN information can be found on page 6.**

# 2026 Fair Mercantile Layout



## CABARRUS COUNTY FAIR INSIDE VENDORS

### The Fair Mercantile:

**Gold Hall 2 is the ONLY vendor building.** Gold Hall 1 features government and community exhibits, crafters, competitive and educational exhibits. The Event Center has livestock exhibits, a show ring and more educational exhibits. Some spaces are available for rent in the Event Center if your product is agricultural based. Contact the Fair Office for more information if you are interested in Event Center Rental space. Vendors selling or distributing food or drink products are considered Outside Vendors. Currently, the Fair does not permit food or drink sales inside.

### RENTAL FEE:

The rental fee per 10" x 10' booth is \$150-\$250, depending on the location.

### BOOTH MATERIALS:

All standard booths are **10' x 10'**. Booths along the perimeter of the building wall include 8' back drape and 3' side drape plus one 6' skirted table and 2 chairs.

**Electric:** There are standard electrical receptors in the building but there may not be one close to your booth location. Standard electric does not incur a fee. Vendors are responsible for their own extension cord, if needed. There is availability, with a fee based on need, to accommodate additional electrical requests. If you require additional electric please include your need(s) in detail on your application.

**The vendor is responsible for providing any needed extension cords, banners, shelving, props, decorations, additional tables or chairs, etc. Nothing may be attached to the drape that could damage the drape in any way. Tents are not permitted.** Some large or oversized booth displays may not be approved if they could negatively impact the view of nearby vendor booths. Be sure and include detailed photos of your booth appearance/set-up and products with your application to assist in avoiding last minute change directive by Fair Management upon set-up.

**Internet Service:** There is free access to vendors in the buildings but the bandwidth available is limited. Credit card or other devices may not work reliably or at all if they use 3G (or older) technology or during high traffic times.

### VENDOR PASSES:

Each booth will receive 2 **Vendor Season Passes per booth rental**. If additional Vendor Season Passes are needed, they may purchase additional season passes for \$40.00 each **until noon on Wednesday, August 19. After that date any additional personnel will simply pay the general gate** admission the day of entry. There is NO Will Call area to leave passes. All passes are handed out in the arrival packet when vendors check-in at setup.

### SET-UP HOURS:

Inside Vendors will set-up Thursday, September 10 between 9:00 am and 5:00 pm and Friday, September 11 between 9:00am and 2:00pm ONLY. ALL VENDORS MUST BE SET-UP AND READY BY 3:00 PM, FRIDAY, SEPTEMBER 11, 2026. No exceptions. In the event that any vendor fails to occupy leased space, by 2:00 pm on Friday, September 11, 2026, their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

### INSIDE VENDOR HOURS:

Personnel staffing booths may only enter the buildings 1 hour before the general admission gates open and **must depart when the buildings close each night**. Buildings close 1 hour prior to the midway daily. Due to security and sanitization measures, when the building closes you will be asked to depart. Plan ahead and start to straighten up early. You will be given building access a full hour ahead of the fair opening on the following day. **Your booth must be staffed during building hours.** Should you be unable to staff your booth, arrive late or leave early for ANY reason, vendors risk loss of space, without refund. Foot traffic can vary daily. Even if foot traffic is slow, your booth MUST be staffed.

#### DAILY FAIR OPERATING HOURS

<b>Friday</b> (Sept 11)	4:00pm to 11:00pm	<b>Wednesday</b> (Sept 16)	4:00pm to 10:00pm
<b>Saturday</b> (Sept 12)	1:00pm to 11:00pm	<b>Thursday</b> (Sept 17)	4:00pm to 10:00pm
<b>Sunday</b> (Sept 13)	1:00pm to 10:00pm	<b>Friday</b> (Sept 18)	4:00pm to 11:00pm
<b>Monday</b> (Sept 14)	4:00pm to 10:00pm	<b>Saturday</b> (Sept 19)	1:00pm to 11:00pm
<b>Tuesday</b> (Sept 15)	4:00pm to 10:00pm		

**OCCUPANCY:** The Fair recommends no more than 2 people staffing a 10x10 space at one time, and 4 people per 10x20 space at any given time to allow for adequate space.

### INSIDE VENDOR FAQ:

- When Vendors arrive each booth will have a white business sign with your business name. In an effort to be green these are repurposed each year. You are welcome to take this sign with you when you go but there will be a **\$30 charge** to cover the cost of replacement if it is missing after you breakdown.
- NO balloons or handwritten signs are allowed. Fliers and other such items to be handed out to the public may ONLY be done from inside your booth. No stickers, water or any item(s) outside of what was approved on your application are allowed to be handed out.
- All persons or companies who would like to conduct prize drawings must first get approval from Fair Management at least 10 business days prior to Fair opening. If approval is given then they must submit to Fair Management within two (2) weeks after the close of the Fair a written email listing the name, address and prize delivered to each winner. Raffles are prohibited.

**TEARDOWN:** On Saturday, September 20, 2026 at 11:00 pm, tear down will begin. This will be done in a professional manner. The Cabarrus County Fair will permit vehicles to move into the facility using an orderly system. Gold Hall will close at 10:00 pm, Saturday, Sept. 20. NO VENDOR CAN TEARDOWN PRIOR TO THIS TIME. ONLY vendors who have minimal\* items (\*can be easily carried out to your car, where you are currently parked) will be allowed to completely breakdown after 10:00 pm and leave through the front of Gold Hall. AFTER 11:00 PM when the fairgrounds have officially closed to the public, ALL vendors can safely break down and move their vehicles closer to Gold Hall for loading. The building will open again on Sunday, Sept 20 from 10:00 am to 3:00 pm for anyone not wishing to move out Saturday evening. All Vendors, equipment, vehicles and merchandise must be off the property by Sunday, Sept 20 by 3:00 pm. Any merchandise or equipment left in the buildings or on the grounds after 3:00 pm on Sunday, September 20 will be disposed of and vendor will be subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

## CABARRUS COUNTY FAIR CERTIFICATE OF INSURANCE INFORMATION

Approved Vendors will have until August 1 to send a copy of your proof of liability insurance to the Fair. Each vendor participating in the Cabarrus County Fair shall, at the vendors' expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendors' time and activities at the Fair. A Certificate of Liability Insurance with a company licensed to do business in North Carolina must be on file in the Fair Office prior to August 1.

The Certificate of Insurance MUST list Cabarrus County as an additional named insured, not just as certificate holder. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the Fair 30 days written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendors' own workers and vendors' property.

Vendors' insurance coverage(s) shall be on a primary basis or a primary and non-contributory basis over any other insurance that may be available to Cabarrus County in respect to the vendors' contract. Each vendor's insurance agent is required to forward the additional insured endorsement language (form) along with the certificate.

### Helpful COI Tips

When requesting a COI from your provider, please send them these tips to ensure accuracy:

1. **\$1,000,000 General Liability**, also showing coverage for personal injury & property damage **\*\*If you have been approved to sell products at the Fair you must have products coverage.\*\***
2. **\$2,000,000 General Aggregate**  
(Don't forget to check what the aggregate limit applies for on the COI)
3. **Certificate Holder:** Cabarrus County (Do **NOT** list Cabarrus County *Fair*).  
Attn: FAIR  
PO Box 707  
Concord NC 28026
4. List "Cabarrus County" as **Additionally Insured** (Do **NOT** list Cabarrus County *Fair*).
5. **Per your contract the Description Box must contain the following language:**  
"Cabarrus County, its agents, officers, and assigns are named as additional insured. Insured is primary and non-contributory".
6. **ACORD FORM VERSION:** If using the Acord form for your COI the form used **MUST** be the most updated version Acord 25 (2016/03), older versions of this form will not be accepted.
7. **When listing the dates of the Fair** on the COI for coverage, it should read September 11-19, 2026.  
This insures you are covered during any set-up and tear down, which is required.

**Certificates should be sent to [fair@cabarruscounty.us](mailto:fair@cabarruscounty.us)**

***Before sending in your COI, double check your COI with this list to ensure accuracy. A completely accurate COI is due by August 1.***



# Example COI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):			
INSURED	E-MAIL ADDRESS:			
	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A :			
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			
	INSURER F :			

**COVERAGES**

CERTIFICATE NUMBER: 353950944

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ Self Ins Retention \$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Self Ins Retention \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						OCCUR CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
A Y	WORKERS COMPENSATION AND EMPLOYERS LIABILITY OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				**Must include WC coverage if regular employing 3 or more employees in NC. PER OTH- <del>X</del> STATUTE ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

. Cabarrus County Fair event \_\_\_\_\_ (describe event) \_\_\_\_\_ from \_\_\_\_\_ (list dates from setup to breakdown) \_\_\_\_\_.

Cabarrus County, its agents, officers, and employees are additional insured with respect to general liability per the written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Attn.: Fair Director  
Cabarrus County  
4751 State Hwy 49  
Concord, NC 28025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# 2026 Cabarrus County Fair September 11-19

## SPACE RENTAL APPLICATION FORM

(Print clearly and return to the Cabarrus County Fair. Incomplete or illegible applications will not be considered.)

This is an application for rental space at the 2026 Cabarrus County Fair. **This is not a Contract.** A contract will be issued if approved. All applications will be reviewed based on the info found in the Vendor Handbook. The Fair reserves the right to accept/reject an y application.

### Section 1: Vendor Information

Company Name: \_\_\_\_\_ Name of Owner: \_\_\_\_\_  
(Name as it will appear on your Certificate of Insurance & Contract, if approved) (Name will appear on Contract)

Contact Person: \_\_\_\_\_ Are you a current or reapplying vendor? \_\_\_ No \_\_\_ Yes: Year(s)? \_\_\_\_\_  
(Person in charge of the Fair space, if different)

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email (Required): \_\_\_\_\_

Company/ Product Website: \_\_\_\_\_

Web link: Would you like to us to provide a link to your website on your vendor listing? for \$50.00? \_\_\_ No \_\_\_ Yes

### Section 2: Photo of Stand/ Booth

You MUST submit a clear color photograph(s) or a detailed professional schematic drawing of your trailer, stand, exhibit or booth and enclose literature pertaining to your product(s) and/or service(s). APPLICATIONS WITHOUT THIS WILL NOT BE CONSIDERED.

### Section 3: Event Experience & References

REQUIRED: Provide your most recent past fairs, hobby/trade shows, or similar events where you have sold or demonstrated your product (s) and/or exhibited your service(s). If none, please write "none". You may attach additional event experience to this application.

1. Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_
2. Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_
3. Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Two (2) references are REQUIRED from past fairs, hobby or trade shows, or similar events where you have sold or demonstrated your product(s) and/or exhibited your service(s).

1. Fair/Show Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Fair/Show Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 4: Space Request

Vendors are placed on a first-come first-service basis and based on product, appearance and vendor needs. Refer to Handbook.

#### \_\_\_\_\_ Inside Vendor: Business/Organization (Profit & Non-Profit) /Novelty Products & Services

1. 10 x 10 Isle Space (\$150) \_\_\_\_\_ OR 10 x 10 Corner Space (\$250) \_\_\_\_\_ Booth # Request: \_\_\_\_\_
2. Electric Needs (Circle one): None Standard Wall Plug (Free)

#### \_\_\_\_\_ Outside Food Vendor

1. Stand Length: \_\_\_\_\_ ft. x Depth: \_\_\_\_\_ ft. (Include **all** awnings, tie-ons, overhangs, trailer hitch, and storage/service/prep area)
2. Check one: \_\_\_ End Serving \_\_\_ Side Serving \_\_\_ Both
3. Temporary Food Permit needed for operation? \_\_\_ No \_\_\_ Yes (\$75.00)
4. Is water needed? \_\_\_ No \_\_\_ Yes (\$100.00)
5. Electric Needs—Single Phase (Circle one below): How many connections do you need? \_\_\_\_\_ 20AMP (110v) (\$50.00) 220 Volt (\$75.00) 30AMP (\$110.00) 50AMP (\$155.00) 100AMP (\$220.00)

\_\_\_\_\_ Vendor Passes: Inside Vendors receive 2 passes per 10x10 booth rental, Outside Vendors receive up to 6 passes per space.

1. If you would like to purchase additional vendor passes @ \$40.00 each please include how many here: \_\_\_\_\_

### Section 5: Products and/or Services Offered

1. Type: Direct Sales (over the counter): \_\_\_ Indirect Sales (taking orders/leads) \_\_\_ Other: Not Selling / Display Only \_\_\_\_\_
2. NC Sales Tax ID # (required for sales): \_\_\_\_\_
3. List ALL items to be sold, exhibited and/or demonstrated. Gifts, novelties, and craft items must be individually listed. PRICES MUST BE INCLUDED. Food Vendors MUST ATTACH THEIR FULL MENU WITH PRICES. If approved for space, there is no guarantee all items requested/listed will be approved; however, products cannot be sold if they are not listed on this application. If you are providing a service or information, please explain what you will offer (space is on next page).

SPACE RENTAL APPLICATION FORM (continued page 2)

Section 5 continued: List ALL items to be sold, exhibited and/or demonstrated. Gifts, novelties, and craft items must be individually listed. PRICES MUST BE INCLUDED. Food Vendors MUST ATTACH THEIR FULL MENU WITH PRICES. If approved for space, there is no guarantee all items requested/listed will be approved; however, products cannot be sold if they are not listed on this application. If you are providing a service or information, please explain what you will offer. If you need more space, please enclose attachments.

Section 6: Selection of Vendors

The Cabarrus County Fair strives to maintain a product balance throughout the grounds and encourages new vendors to bring products and/or services.

Section 7: Miscellaneous

Camping Request: \_\_\_ No \_\_\_ Yes (\$250.00)
Length \_\_\_ Width \_\_\_ Unit Make/Model: \_\_\_ Unit License # \_\_\_
Camping is \$250.00 for the Fair, regardless of arrival/departure time. Stock trucks with sleepers fall into this category. There will be no prorated spaces. Space is extremely limited.

Food Vendors ONLY:

- 1. Will you offer a Meal Deal option for Cabarrus County employees working the fair?: \_\_\_ No \_\_\_ Yes
2. Stock Truck Request: \_\_\_ No \_\_\_ Yes : Electric Needed? \_\_\_ A stock truck is \$75 per truck for the Fair, regardless of electric needs. Space is limited and only available on a first-come first-serve basis.

Section 8: Payment

VISA or MasterCard (other card types not accepted) is required for payment and will only be charged if application is approved and the vendor confirms this is the preferred method of payment for space. Fair management shall have the authority and absolute discretion to cancel any contract for card payments that are declined for any reason and/or check payments returned as non-sufficient funds or similar. Returned checks will incur a processing fee by Cabarrus County.

Card Type: MasterCard \_\_\_ Visa \_\_\_ Card # \_\_\_ Exp. Date \_\_\_ (MM/YY)

Section 9: Signature

The applicant understands that this is an APPLICATION for space ONLY, and it is NOT a space rental CONTRACT with the Cabarrus County Fair.

I have read and understand the Vendor Handbook in its entirety and will abide by and comply with ALL terms and conditions within, INCLUDING THE VENDOR CODE OF ETHICS POLICY AND THE CERTIFICATE OF INSURANCE REQUIREMENTS. I will make the handbook available to all persons operating booth(s)/stand(s) and ensure their compliance and understanding as well. I understand that failure to comply with the rules, policies and procedures in the Vendor Handbook may result in monetary penalties, loss of deposit or rents, booth closure, expulsion from the premises or termination of my vendor space.

The individual executing below represents to Cabarrus County and the Cabarrus County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I and my company/business/organization hereby agree to ALL terms and conditions set forth in the Cabarrus County Fair "2026 Vendor Handbook." I understand that the Fair does not provide refunds of any kind. The Fair further reserves the right to make final and binding determination on issues, questions, or disputes not addressed in or covered by the Vendor Handbook or the Vendor Contract and may, in its sole and complete discretion, create additional rules as it may determine necessary.

I understand there are NO REFUNDS for any payments or deposits made to the Fair. All sales are final. No exceptions. I certify that the information stated in this application is complete and true to the best of my knowledge. I also authorize Cabarrus County Fair to charge my credit card for the amount listed above if my application is accepted.

Print Name: \_\_\_ Signature: \_\_\_ Date: \_\_\_

DOUBLE CHECK:
=> Did you include a PHOTO?
• Did you include your full menu or list of items for sale AND pricing detail?
Applicants missing these items are considered incomplete and will not be reviewed.

Return Your Completed Application: fair@cabarruscounty.us or Mail: Cabarrus County Fair P.O. Box 707 Concord NC 28026



CABARRUS  
HEALTH  
ALLIANCE

## Temporary Food Establishment Application

This application shall be completed and submitted to Cabarrus Health Alliance (CHA) to provide information about all food preparation and sales to the public at any public event or exhibition within Cabarrus County. A TFE permit is required to sell food or drinks at a special event. ***The permit is issued in conjunction with a fair, carnival, circus, or public exhibition.*** In addition to this vendor application, a separate TFE Organizer Application shall be submitted by the organizer of the event. ***Please Note:***

**TFE Application and TFE Organizer Applications must be submitted at least 15 days before the event start date. Applications submitted less than 15 days before event will be denied approval to operate.**

Applications can e-mailed to [TFE@cabarrushealth.org](mailto:TFE@cabarrushealth.org) or submitted directly to: 300 Mooresville Road, Kannapolis, NC 28081 (mailed or dropped off in-person)

A fee of \$75.00 is required for each TFE application and must be paid when submitted.

TFE applications will not be considered “complete” until the TFE Organizer Application is received from the event organizer/organization.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_  
Street City State Zip

Name of Vendor: \_\_\_\_\_ Vendor Phone (cell): \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_

Vendor Business Address: \_\_\_\_\_  
Street City State Zip

Applicant Email Address: \_\_\_\_\_

Date for permitting: \_\_\_\_\_ Time for permitting: \_\_\_\_\_

**TFE booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit is issued by CHA staff.**

Will vendor prepare food prior to the event?  Yes  No

If you checked “yes” food will be prepared prior to the event, provide the name of the facility where food will be prepared:

Name of Prep Facility: \_\_\_\_\_ Date of preparation: \_\_\_\_\_ Time of Preparation: \_\_\_\_\_

Address of Prep Facility: \_\_\_\_\_  
Street City State Zip

**Any advanced preparation offsite from the actual TFE event may require a TFE commissary permit for the preparation site.**



What will you use for?

Cold Holding	Hot Holding	Utensil Washing	Hand Washing Set-up
Refrigerated truck	Chafing dishes	3 Utility sinks	Mechanical sink
Refrigerator	Steam table	3 Compartment sink	Gravity flow set up
Freezer	Grill	3 Basins	Other:
Other:	Other:	Other:	

Check the box which best describes your food booth setup:

- 3-sided tent  
 Tent with fans  
 Food Trailer  
 Permanent Structure  
 Other: \_\_\_\_\_

Will you cool any food items (during the food preparation process or at the end of the day)? Yes   No

**Any cooling must be approved at the time the permit is issued**

If yes, please describe your cooling process (attach additional pages if needed).

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Please check the box that best describes the source of water for your food booth:

- Public water supplied by organizer (requires food grade hose)  
 Tap water supplied by vendor  
 On-site private well (requires sampling by CHA prior to event or back up water source)  
 Bottled water supplied by vendor

Check the box that best describes the disposal method for the following:

**Garbage:**

- Waste taken offsite  
 Dumpster  
 Other: \_\_\_\_\_

**Wastewater:**

- Portable toilet at event  
 Event grey water bin  
 Other: \_\_\_\_\_

**Grease/Oil:**

- Grease taken offsite  
 Grease receptacle at Event  
 Other: \_\_\_\_\_

Will you be washing any fruits or vegetables in your TFE booth? Yes   No

**All produce must be washed prior to cutting, preparing, cooking or serving. A separate produce wash sink setup with flowing water is required!** If yes, please describe what you will use for a produce wash sink.

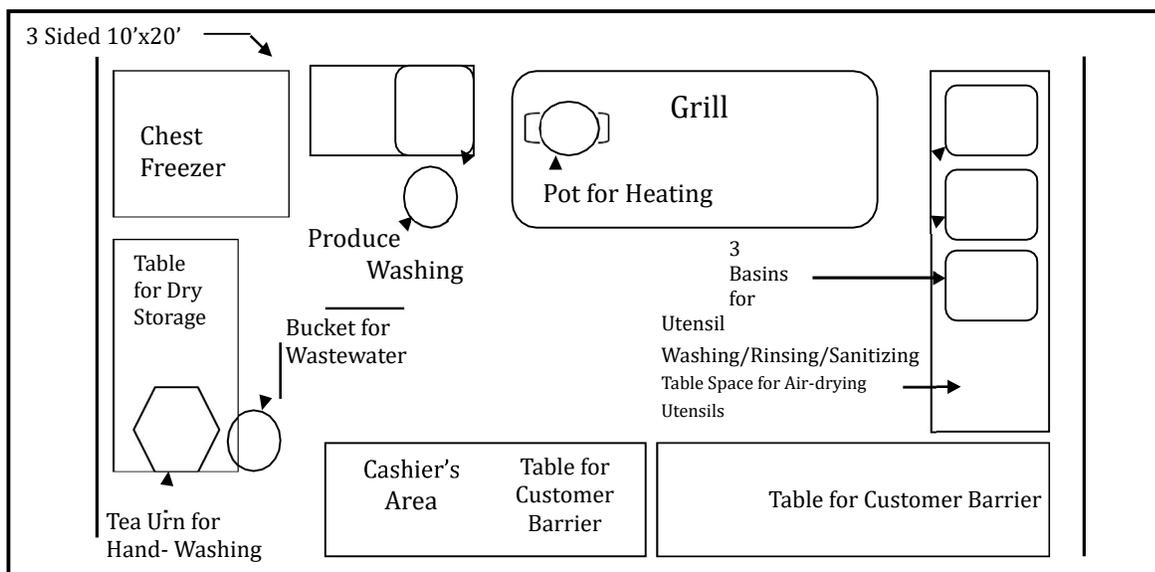
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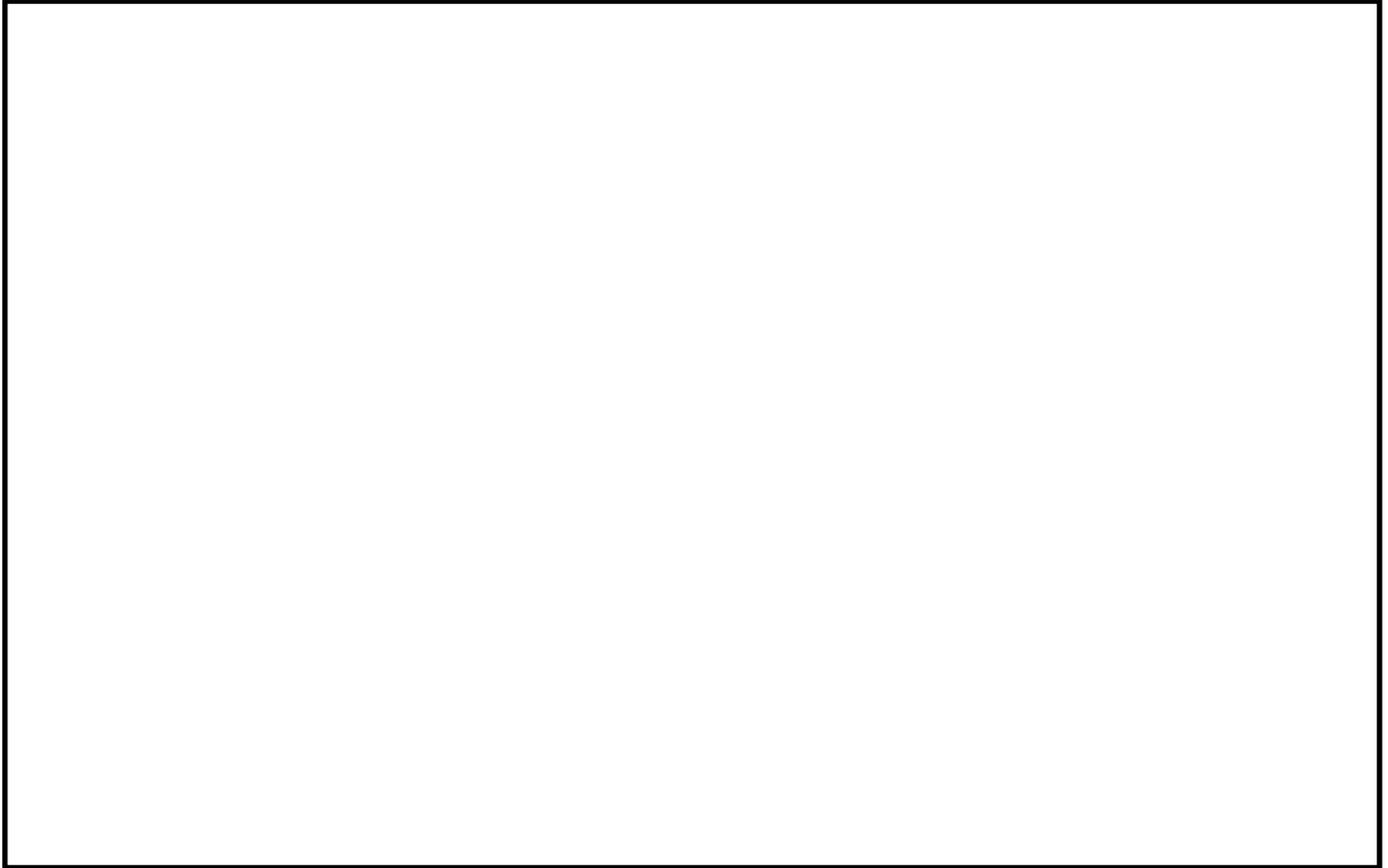
Do you have an approved Employee Health Policy? Yes   No

See the following example of a typical food booth set-up. Please note that ALL food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment. Other equipment needs may vary and be unique to your set up. Please draw a diagram of your food booth set up using the example below as guidance.



Please draw a diagram representing how your food booth/trailer will be set up.

**DIAGRAM NEEDS TO BE READABLE AND PLEASE LABEL ALL APPLICABLE EQUIPMENT**



*I certify that the information in this application is complete and accurate. I understand that:*

*Any changes to my operation must be submitted to the Cabarrus Health Alliance for review and approval prior to the day of the event.*

*All potentially hazardous foods (PHF/TCS) that I am serving must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service.*

*Failure to maintain approved temperatures for PHF/TCS foods may result in disposal or embargo of the food. Vendor is expected to be ready at permitting time given.*

*Permits must be posted in a conspicuous place designated by the regulatory authority.*



Applicant Signature: \_\_\_\_\_

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

**Office Use Only**

Reviewers Signature: \_\_\_\_\_

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

Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Comments:



## Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. *All applications must be submitted to the Cabarrus Health Alliance (CHA) at least 15 days prior to the date of the event.*

### Person in charge

- Available during all hours of food preparation and service

### Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hairnet, or visor

### Tent/weatherproof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

### Fly protection

- 3 solid or mesh sides
- Fly fans (if needed)

### Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

### Water supply

- Approved water source (private wells require testing by CHA in advance)
- Food-grade drinking water hose(s) – must be labeled
- A means to heat water for handwashing

### Wastewater disposal

Buckets/grey water containers – must be labeled

Disposal in approved sewage system or port- a-johns **Utensil washing**

3 basins (large enough to fit equipment)  
 Drain board or counter space for air drying  
 Soapy water, rinse water, sanitizer  
 Sanitizer test strips

### Hand washing station

Warm water at least 100°F  
 Free-flowing faucet/stopcock/spigot/nozzle  
 Soap and disposable towels  
 Wastewater catch bucket – must be labeled

### Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate produce wash sink setup if any unwashed vegetables or fruits

### Food temperatures

- Accurate thin-tip food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

### Food shields/customer barriers

No food exposed to customers  
 Approved self-service condiments

### Lighting

Shielded above food/preparation if operating indoors or at night.

*I certify that I will comply with the requirements listed above and any other requirements as described by CHA while operating my Temporary Food Establishment:*

**Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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