



March 31, 2022

Dear Food Vendor:

We are looking forward to the 30th Anniversary Halifax County Harvest Days to be held on October 21-22, 2022, and to your return as a food vendor! This festival promises to be two days full of family, fun, and entertainment. Harvest Days takes place on the grounds of the 4-H Rural Life Center located at 13763 Highway 903 in Halifax. Friday is open to visiting school children and chaperones (typically 500-800 attendees), and Saturday is open to the public. You may choose to come both days or just Saturday. Please indicate on your vendor application which days you intend to set-up.

Festival Guidelines:

- Please be set-up and be with your booth, ready to be permitted by 8 am Friday and/or by 9 am Saturday morning.
- If you are a **commercial vendor**, please provide a certificate of insurance for liability and worker's compensation to the above address by October 7, 2022.
- If you are a **non-profit vendor**, you must provide a copy of your 501c3 form for tax exemption by October 7, 2022. If you carry insurance, please provide a copy of your certificate of insurance with your application by October 7, 2022. If you do not carry insurance, this is not a problem and will not keep you from participating in this event.
- We request all personal vehicles be out of the vendor area by 9 am Friday and 10 am Saturday. Ample parking will be provided for all vendors.
- Commercial vendors will be given a designated area to set up, and you will be required to check in prior to setting up. If you do not set up at your designated spot, you may be asked to move.
- Participants must provide their own tables, chairs and tents if needed.
- Electrical & water connections are limited. If either is required, please note on the application. If you need water, you must supply your own food grade hose (usually white).
- If you have any preferences or need a particular location (due to mobility challenges, etc.), please make note on the application.
- We reserve the right to deny and refund applicants that duplicate other vendors.
- If you are a commercial vendor, enclose your vendor fee (\$25) with your application. Mail application and vendor fee to Halifax County Cooperative Extension, P.O. Box 37, Halifax, NC 27839 by the application deadline on October 7, 2022.
- All temporary food establishment (TFE) permits in North Carolina cost \$75, mandated by the State Health Department and collected by local health departments. If you do not already have your commercial permit from the Health Department, send the enclosed TFE permit application and a separate check, payable to County of Halifax, for the permit fee (\$75). Mail permit application and permit fee to Halifax County Health Department, P.O. Box 10, Halifax, NC 27839.
- **Vendor fee is 100% refundable up to 15 days prior to the event (October 7, 2022).** If Halifax County cancels the event, you will be given the option of a 100% refund or carrying your vendor fee over to next year's event.

We look forward to your participation in this exciting event. Attached are copies of the sanitation requirements for commercial food vendors only (non-profit organizations are exempt). If you have questions about the event, please feel free to contact us. **Please retain this letter as your reminder of the festival guidelines.**

Sincerely,

Cheryl Tripp
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