

Five N Two Community Fair Info Sheet

May 21, 2016, 11am-6pm

VENDOR/COMMUNITY BOOTH REGISTRATION PROCESS

- No spots will be reserved until all three of the following have been received:
 - **TO ENSURE PROPER REGISTRATION**, please follow these steps:
 - DIRECT SALES: Go to fiventwofoodpantry.com/communityfair and see if your company is already represented.
 - Bring your donated item to the office along with your payment method
 - Complete Registration Form and pay all Fees before leaving
 - **Donated item** for raffle/silent auction with description and estimated value (must be brought to the address below, not the Pantry itself). **THIS STEP MUST BE DONE FIRST.**
 - \$25 minimum value on donated item
 - Completed **Registration Form** at link below
 - **Registration fee** (see schedule below)
 - Via Credit Card or PayPal
 - Check or money order by mail, or in person
 - Made payable to Five N Two Food Pantry
 - Include business name on check/money order and put "FAIR" in memo line
- Address
 - Solid Rock United Methodist 2297 NC 24, Cameron, NC 28326 (map on second page)
 - **Hours:** Monday – Friday 9-5 (Please call in advance to confirm) **Phone** - (919) 499 -1668
- Registration Fees
 - Sales Vendors, Political Groups, Church Groups

▪ Starting March 1	\$40	▪ Starting May 15	\$55
▪ Starting April 1	\$45	▪ Day of Event	\$60
▪ Starting May 1	\$50		
 - Civic Organizations
 - \$35, no change
 - No raffle item required, but welcomed
 - Food Vendors & Attractions (please email director@fiventwofoodpantry.com and request info)
 - \$50 + 10% of sales
- Rentals (optional)
 - Chairs - \$2 reserved by May 14, \$3 after
 - Tables - \$5 reserved by May 14, \$8 after
- Power connection – \$50, **Only in advance**
 - Vendors must bring their own drop cord
 - A description of the equipment must be provided
 - Roughly 15 amps per connection max
- Link for online registration form and payment
 - **DO NOT** FILL OUT ONLINE REGISTRATION FORM OR PAY UNTIL YOU HAVE TURNED IN YOUR RAFFLE ITEM
 - www.fiventwofoodpantry.com/vendorregistration

- After completing registration, please email your logo to director@fiventwofoodpantry.com for promotional use on our website.

IMPORTANT INFORMATION

- Arrival and set up
 - We will begin placing our large attractions at **8:30am**.
 - For your safety, vendors/community tables will not be allowed to set up prior to **9:30am**.
 - Spaces will be mapped out and clearly marked.
 - Vendor spots will be filled in on a first-come-first-served basis. There will be **NO** reserving of spaces.
 - Vendors need to be set up and have their vehicles parked in the vendor parking area by **10:30am**.
- Hours
 - The Fair will last from 11am-6pm
 - Vendors are required to stay for the entire event
 - If you cannot stay for the entire event, please arrange for other workers to take your place at your original set up. Do not tear down and set up a new booth
- Space
 - You are renting a **10'x10' space**.
 - You may set up two tables (in an L shape)
 - Each registration is good for **one** business only. If you represent more than one business, two registrations will be required.
- Non-competition agreement
 - Five N Two **will not** book more than one representative of the same direct sales company (Scentsy, Origami Owl, Mary Kay, etc).
 - However, we **will** accept different companies, vendors, craftsmen, etc. who sell in similar product categories (woodworking, soaps, crafts, handmade items, etc).
 - Spots are registered on a first-come-first-served basis
- Disclaimers
 - All proceeds go to Five N Two Food Pantry
 - **NO refunds** will be issued, rain or shine
 - **If you can't come you can swap with another rep from SAME COMPANY ONLY. No refunds** will be issued, so an exchange of fees must be handled between vendors.
- Notes to keep in mind
 - This is an outdoor event, so plan accordingly - sunglasses, water, hats, etc.
 - There will be little shade and no canopies for rent, please bring your own, no larger than 10'x10'

