

# **11th Annual Street Festival**

**March 16, 2024**

**Main Street Pembroke, North Carolina**

**10:30 a.m. – 4:30 p.m.**



January 2024

Dear Vendors:

The Pembroke Area Chamber of Commerce and The Town of Pembroke are pleased to announce our 11th annual Street Festival, **Cruisin' Pembroke 2024**.

The Street Festival first began to create an exciting and meaningful free event for our community and a way to give back locally. This event has been an attraction for us to come together and enjoy a variety of local entertainment, and food, provide artists a way to showcase their art, and provide activities for our children. The Street Festival has also been able to create a fund for sponsoring community-wide events. Our partners have always supported community events both financially and with volunteerism. This fund will allow us to sponsor and support even more events and activities in the future. ***(A portion of your vendor fee goes toward this great cause!)***

On behalf of our organizations, I would like to extend an invitation to join us for this extra-special event on Saturday, **March 16**, on Main Street in Pembroke from **10:30 am – 4:30 pm**.

We are inviting vendors and exhibitors to offer family-oriented fun, entertainment, food, and exhibits. We would like you to consider providing a display or exhibit to show the community the services that each of you provides throughout the year. It is sure to be a meaningful and enjoyable event for the entire community. What better way to market your talent, products, and services?

Specific details are included in the attached application. Feel free to post and distribute this information.

If you have questions, please contact PACC at 910-775-4334 or me at 910-536-7816.

Thank you in advance for your support of **Cruisin' Pembroke 2024**, and we look forward to seeing you on March 16!

**Make sure to like our Facebook page!**

In gratitude,

*Kim Hart*

Chair, Street Festival Committee

# An Invitation to Vendors and Exhibitors

- Place:** Main Street Pembroke, North Carolina
- Date:** **Saturday, March 16, 2024**
- Time:** **10:30 a.m. – 4:30 p.m.**
- Atmosphere:** This is a family-oriented show for spectators of all ages. No alcoholic beverages, illegal drugs, or drug paraphernalia allowed.
- Sales:** Vendors will be responsible for collecting and turning in the required NC Sales Tax.
- Registration:** **Depending on the type of booth, a non-refundable fee of \$60 or \$30 must accompany your registration form to be considered valid.**  
**If you are unable to attend the fee will be considered a donation**

**Deadline:** ***Monday, March 5, 2024***

**Booth Spaces:** Each booth space is **10 x 12**. You can purchase more than one space if needed. Exhibitors **MUST** furnish their tables, canopy, chairs, trash cans, electricity, etc. Booth spaces will be assigned before the festival. Exhibits/equipment must be taken down (and the area cleaned up) immediately following the event. Vendors agree to keep all their goods, services, and activities within the assigned space. Any items outside of the assigned space are subject to removal.

**\*\*\*There will be walking space between the booths \*\*\***

***No vehicles are allowed on the street during the event***

- Water:** Not Available
- Electricity:** Not Available
- Weather:** **The show will not be canceled because of rain.**
- Check-in:** Festival officials will be assigned to direct you to your booth. The set-up time is between **7:00 a.m. and 9:30 a.m.** **All vehicles must be off Main Street by 9:30 a.m.** ***You must stay the entire time***. Exhibits are not to be removed until after 4:30 p.m. Anyone failing to remain until 4:30 p.m. may not be able to exhibit at future shows.

We will notify you of your acceptance promptly after receipt of your application and payment either by phone or email.

**NOTE: As stated, you must stay the entire time. In the past few years, we have had too many try and pack up early and leave. It confuses and takes away from other vendors as you try to break down and it disrupts the festival and gives our attendees the impression the festival is over. If you cannot commit to the allotted time, please do not submit your application, this goes for all vendors. (there will be a consideration for the baked goods vendors that sell out early, but please be prepared for the event) Also, note the set-up times, all vehicles must be moved by 9:30. The earlier you arrive the better as there will not be as much congestion with vehicles. *DO NOT show up at 9:15 to set up as you will have to walk in your items.***

# Cruisin' Pembroke – 2024 Application

The Planning Committee Reserves the Right to Deny Any Application with materials that are deemed to be unsuitable and do not contribute to the wholesomeness of the event.

**Liability and Insurance:** The undersigned hereby indemnifies and shall defend and hold harmless The Pembroke Area Chamber of Commerce/Cruisin' Pembroke, its officers, the Festival Committee, participants, directors, volunteers, employees, sponsors, and agents from and against any suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of their agreement, including those arising out of injury or death of participant's employees or subcontractors, whether arising before, during or after completion of services hereunder and in any manner directly or indirectly caused or contributed to in whole or in part, because of any act, omission, fault or negligence of the participant or its employee's agents or subcontractors. The Pembroke Area Chamber of Commerce/Cruisin' Pembroke assumes no responsibility for lost, damaged, or stolen items. The undersigned agrees to abide by the rules established by the Cruisin' Pembroke Committee. Those not in compliance will be suspended from future participation and are subject to removal with no refund or fee. The undersigned permits photos and descriptions of his/her work to be used for festival promotional purposes.

The vendor/demonstrator's signature shows the agreement to liability and insurance agreement and guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Booth Information

Please complete the form and be specific. **Deadline – Monday, March 5, 2024**

Group Name/Business \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Type of Booth

\_\_\_ **Baked Goods/Desserts Only** (\$60) Please tell us specifically what you are selling; all items must already be prepared and ready for sale.

\_\_\_\_\_

\_\_\_ **Craft Vendor** (\$60) Please give a brief, specific description of craft \_\_\_\_\_

\_\_\_\_\_

\_\_\_ **Information booths with** marketing and advertisements (\$30) \_\_\_\_\_

Mail the Application and payments

**Make checks or money orders payable PACC-Street Festival: \$45 return check fee charge  
Pembroke Chamber of Commerce, PO Box 1978, Pembroke, NC 28372**

**Questions:** call PACC (910) 775-4334 or Kim Hunt (910) 536-7816 **Email:** [pembrokestreetfestival@gmail.com](mailto:pembrokestreetfestival@gmail.com)