



Saturday, October 19, 2024 ~ 9 AM – 5 PM

Vendor Guidelines

- Vendors will need to check-in BEGINNING AT 7 A.M. at RV or with official personnel. Spaces are assigned and final. Please see check-in personnel upon arrival to direct you to your space. Please make sure you are within in your line and not into the next vendor space.
- Vendors must be set-up and prepared for business no later than 9 AM and stay the duration of the BBQ Festival ending at 5 p.m. If setting up on Friday, you must be set up no later than 4 p.m. due to the BBQ festivities taking place beginning at 5 p.m.
- Vendors must provide their own tents, tables and chairs. Spaces are 10' x 10' or 10 x 20 depending on fee.
- Commercial vendors: entities selling items for a profit, not hand-crafted by the individual.
- Each vendor is responsible for his or her own set-up and teardown. Before leaving, the vendor is responsible to make sure their booth space is clear of any debris.
- All canopies must be secured to withstand winds. Tents must be weighted properly, NO STAKES ALLOWED.
- Electricity is available on a very limited basis and will be assigned as applications are received by event coordinators. The need for electricity should be indicated on the application form and vender should bring long heavy-duty extension cords.
- Management deserves the right to exclude some or all of an exhibitor's goods. Should an exhibitor's offerings be deemed unsuitable, the exhibitor agrees to promptly remove the display from the event site. The exhibitor's fee will not be refunded for that event. T-shirt sales are prohibited.
- Food vendors will be limited to those offering sweet/dessert type items such as ice cream or funnel cakes. No meat items allowed.
- Food vendors preparing food onsite must have required permits obtained at Beaufort County Health Department – Department of Environmental Health –252-946-6048.
- Vendors preparing food under a tent will be required to have a fire extinguisher.
- Non Profit entities raising funds for a particular cause will be asked to provide event management with an estimate of the amount of funds raised. This information will be compiled to assist the event management in determining economic/community benefits derived from the event.

For any questions related to vendors, please contact Pam Anderson at 252-944-6136 or email pamsue.anderson@gmail.com
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