



Market in the Park

At Sunset Beach, NC

Vendor Information and Application Package

Market in the Park at Sunset Beach is organized to provide a place for local growers and artisans to sell their homegrown produce and handcrafted goods directly to residents, visitors and tourists. **Market in the Park** supports the local handmade community and small farmers. All items sold shall be handmade, homemade or homegrown. Non-profit organizations are eligible to participate in fundraising at no cost, as long as the items they are displaying or selling do not compete with paying artisans and farmers. Limited non-profit spaces are available each week. The **Market in the Park** management has the right to limit the number per week.

Market in the Park at Sunset Beach is managed by the Town Staff members who are on-site all market hours including set up and load-out. They are there to assist artisans, farmers and customers that will be present during each market as well as distribute information regarding the Town and its many projects, events and activities. **Market in the Park** will be a rain or shine event. The Town Staff will determine if cancellation is necessary due to inclement weather, such as high winds, lightning or storms and all vendors will be notified by the Town.

2024 Market in the Park

Schedule

Sunset Beach Town Park

206 Sunset Blvd. North Sunset Beach, NC 28468

Thursdays from April 4th through September 26th

Holiday Market Saturday, November 30th

Market Hours: 9:00 AM - 1:00 PM

(Note: No market on July 4th)

Vendor Set-up time: 6:30 AM - 8:30 AM

Rules and Regulations

Market in the Park rules and regulations serve as the guidelines and requirements for all participating farmers, artisans and non-profit organizations.

INFORMATION - FARMERS

Market in the Park supports local farmers from North and South Carolina and ensures that all produce is locally/regionally grown. Acceptable items include, but are not limited to:

Cut or dried flowers	Plants	Herbs	Bulbs
Berries	Relishes	Honey	Preserves
Jellies	Eggs	Dairy Products	Vegetables
Baked Goods	Jams	Fruits	Nuts
Pickles	Candies	Seafood	

All canned/jarred items must contain a product label that identifies the contents and/or ingredients. All baked goods must be labeled with ingredients on the wrapping, or a master sign list identifying each product being sold and the ingredients contained within each item.

Vendors of home processed food items must provide the approval certificate provided by the NCDACS upon completion of approved home inspection. A copy of both must accompany the vendor application.

NOTE: The North Carolina Department of Agriculture and Consumer Services (NCDACS) food safety rules & regulations guiding farmer's markets requires a home inspection for all vendors who do home processing (producing a food product in your home). ALL vendors who sell home produced food items MUST contact the NCDACS to get information on the regulations and to request a home inspection prior to the sale of any home-produced food item. Contact Number: 919-733-7366 - indicate you are a home processor and need to speak to a food compliance officer about the requirements. Let them know you will also need a home inspection. Vendors must present a copy of the approval certificate provided by the NCDACS upon completion of approved inspection.

INFORMATION - ARTISANS

The Town of Sunset Beach aims to enhance **Market in the Park** by adding the sale of handcrafted products from local artisans from North and South Carolina thereby creating a true homegrown, handcrafted homespun shopping experience. Artisans selected for the Market will be those whose handcrafted goods are of superior quality with attention to detail, unique and/or unusual, and not items that are “on trend” or readily available in gift stores.

Acceptance priority will be given to those artisans who produce items in a single media category of which they are fully knowledgeable in their particular craft/trade. If an artisan wishes to sell handcrafted items in two categories, both categories will be juried against other entries in both of those categories. Example: If a painter wishes to also sell jewelry, his/her jewelry will be juried against those artists who only sell jewelry. Artisans who apply in a single category have a greater chance of acceptance over those who are applying in two unrelated categories.

No “boutique artisans” will be accepted that intend to sell a variety of handcrafted goods in their booth. The Town of Sunset Beach seeks to support those artists who are proficient in one main area of artistry.

Acceptable categories include but not limited to:

Apparel	Baskets	Bath & Body Products	Book Authors
Candles	Fiber- wearable	Fiber – home goods	Floral Design
Fine Art	Folk Art	Furniture	Glass
Jewelry	Leather	Mixed Media	
Metal-Indoor Home Goods		Metal-Outdoor Signs/Garden Art	
Music/Musical Instruments		Pet Products	Photography
Pottery	Printmaking	Toys	Wood

Each week will differ as to the number and type of media categories represented based on the overall pool of applications received/approved. Specific categories will be limited to 3 artisans per category. More popular categories such as Jewelry, Bath & Body, and Mixed Media will be subject to a higher percentage chosen.

An artisan desiring to sell a product not represented in the above list must receive approval from the Town prior to displaying/selling the item. All items sold at the Market must be representative of the photos received and the written product descriptions on the Application. Artists who wish to change the type of products they are selling must receive prior approval from the Town before said products can be displayed and sold. Only a small percentage of non-handmade embellished items will be accepted. The Town reserves the right to inspect a vendor's product(s) on site to verify these criteria are met.

Artisans must present a professional looking welcoming booth display with all display tables being skirted to the ground and shall use this covered skirted area to store extra inventory, empty boxes, and supplies.

INFORMATION – ALL VENDORS

All products sold must have professional-looking signs indicating the price and description of product where applicable. No handwritten signs are allowed. A master price list may be substituted for individual product pricing. Vendors will handle their own sales and be responsible for collecting and paying NC and County Sales and Use Tax where applicable. Vendors must display their NC Sales and Use Tax license in their booth.

Vendors are responsible for ensuring their space is clean and litter free prior to vacating the space. Vendors are required to dispose of their garbage in the carts provided; however, if your garbage is too large to fit in the carts or if the cart is full, the vendor is required to remove their trash from the Park grounds.

Vendors must comply with all laws, ordinances, and regulations of the United States, State of North Carolina, Brunswick County, and Town of Sunset Beach.

Morning Set up: Vendors will be allowed to park in the Park parking lot and the street adjacent to the Park to unload until 8:30 AM. Vendors must unload all merchandise, and move their vehicle prior to setting up their booth. **Artisans not set up by this time (8:30 AM) will not be allowed to participate that day.**

Afternoon Break-Down: Vendors must completely break-down their booth prior to retrieving their vehicle for loading.

Vendor parking is allowed in the lot under the bridge on Shoreline Drive West. The Parking Lot will be opened at 7:00 AM. All vendor vehicles must be removed from the Park parking lot, and the street parking adjacent to the Park no later than 8:30 AM. Vendors that do not remove their vehicle(s) from the aforementioned areas jeopardize their ability to participate in future **Market in the Park** events.

BOOTH SPACE INFORMATION

Booth Spaces will be assigned by the Town Staff members. 100 vendor spaces are available in the Town Park as depicted on the map included. Each space is 12' X 12'. Vendors may indicate their desired booth space number based on the Market Map and listed on the application.

Vendors may not sub-lease their space. Only one vendor license may occupy and sell from a single booth space. Vendors are to remain on site for the duration of the market. Vendors that sell out of all their products before the end time or need to leave due to an emergency are requested to contact the Town Staff at the Information booth.

Due to being near the water, there is potential for gusty winds, therefore, tents shall be required to have a 25 lb. weight per tent leg. All equipment, tents, tables, chairs and displays must be provided by the vendor and must be maintained within the space boundaries. All items being sold or displayed must be contained within the booth space. No items, solicitation, signage, or setup shall take place outside of the booth space. Vendors are required to display a sign indicating the name and location of their farm or business.

Vendors that sign up to participate with all the markets will be allowed to select their booth location in advance on a first come first serve basis and to retain that same location each week. Part-time vendors or vendor substitutes will be required to correspond with Town Staff no later than 5:00 PM on Tuesday prior to the Thursday market. Vendor substitutes will be assigned to the space of the vendor that they are substituting for.

Vendors that pay for space but are a 'no show' for three consecutive weeks will be suspended from participating with the remaining **Market in the Park** events for the year, with no refund issued. Full or part-time vendors are required to contact Town Staff no later than 5:00 PM on Tuesday prior to the Thursday market if they are unable to participate.

Booth Fees – The booth fees are as follows:

- Full-Time Vendor of the 25 Markets = \$500 per year in Advance
- Food Truck Vendor = \$25 per market
- Part-Time Vendor = \$25 per market
- Vendor Substitute = \$25 per market
- Holiday Market = \$25

Additional Fee:

- Electric = \$10 per market

Vendor fees are due by 5:00 PM on the Wednesday prior to the Market and can be paid by check, cash or online. Vendor fees are non-refundable. Full-Time Vendor fee is discounted and assures the same booth space each week.

Hold Harmless Requirements

Vendors participating in the **Market in the Park** shall be individually and severally responsible to the Town of Sunset Beach for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. Vendors hereby agree to indemnify and save the Town of Sunset Beach, its officers and employees harmless from any loss, cost, damages and other expenses, including attorneys' fees, suffered or incurred by the Town of Sunset Beach by reason of the vendor's negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Town of Sunset Beach for negligence of the Town of Sunset Beach its officers or employees. No insurance is provided by the Town of Sunset Beach.

The Town reserves the right to reject any and all applications for any reason.

Contact Us:

Town of Sunset Beach
700 Sunset Blvd. North
Sunset Beach, NC 28468
Phone 910-579-6297
Fax 910-579-1840
Email: langlin@sunsetbeachnc.gov

Application Checklist:

- _____ Completed Application
- _____ Copy of your NC Sales and Use Tax License
- _____ Farmers: Copy of your NCDACS Approval Certificate (Producers of food items from home)
- _____ Artists: 3 product photos, one booth photo, one photo showing you handcrafting your goods in your studio.

DO NOT SEND ANY FEES UNTIL WE NOTIFY YOU OF YOUR ACCEPTANCE

Vendor Acknowledgement Statement:

I, the undersigned applicant hereby confirms and acknowledge that I have submitted a complete application as per the checklist and I hereby confirm and acknowledge that I have read and understand the following:

- *Vendor Information and Application Package*
- *Rules and Regulations*
- *Hold Harmless Requirements*

Print Vendor Name

Print Vendor Company Name

Vendor Applicant Signature

Date

Please keep a copy of your complete application and documentation for your records.



Market in the Park

At Sunset Beach, NC

2024 Application

April 4	April 11	April 18	April 25	May 2	May 9
May 16	May 23	May 30	June 6	June 13	June 20
June 27	July 11	July 18	July 25	August 1	August 8
August 15	August 22	August 29	September 5	September 12	September 19
September 26					

Please check box if participating in the Holiday Market – Saturday, November 30th? ☐

Please choose the market(s) you wish to participate with above, and complete the following:

Full-Time Vendor \$500 paid in advance	Part-Time Vendor \$25 per/mkt
Vendor Substitute \$25 per/mkt	Food Truck Vendor \$25 per/mkt
Holiday Market \$25	

Please Print

Name of Business/Farm _____

Name(s) of Owner(s) _____

Mailing/Business Address _____

Cell Phone () _____ - _____ Email Address _____

Website or Facebook _____

Do you need water and/or electricity? _____ \$10 per market

Booth Location Choice:

Have you participated in previous markets with a permanent booth space? ☐Yes ☐No

If **YES**, list your previous location based on the attached Market Map booth numbers: _____

If **NO** please list your requested booth location based on the attached Market Map: _____

No guarantees are made to place vendors in requested booth spaces unless they are a permanent vendor, or a permanent vendor from a previous year.

Farmers: Vendors must provide a copy of the approval certificate provided by the NCDACS upon completion of approved inspection.

Artisans: Please circle your selection(s) from the following Categories:

Apparel	Baskets	Bath & Body Products	Book Authors
Candles	Fiber- Wearable	Fiber Home Goods	Fine Art
Floral Design	Folk Art	Furniture	Glass
Jewelry	Leather	Mixed Media	
Metal Indoor Home Goods		Metal Outdoor Signs/Garden Decor	
Music/Musical Instruments		Pet Products	Photography
Pottery	Printmaking	Toys	Wood

Please provide 3 product photos, one booth photo, one photo showing you handcrafting your goods in your studio.

Please provide a copy NC Sales & Use Tax License and # _____

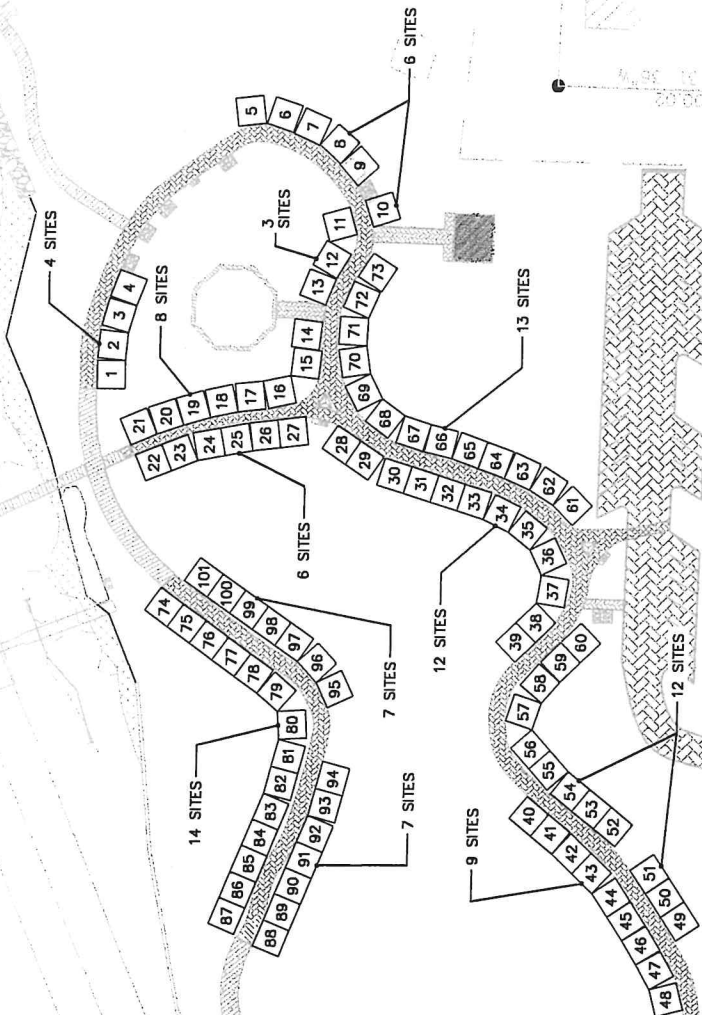
Please provide 501c3 Document (For Non-Profit) if fundraising

Submit Completed Application Package by:

Email – langlin@sunsetbeachnc.gov

Mail or Delivery - Sunset Beach Town Hall

700 Sunset Blvd. North Sunset Beach, NC 28468

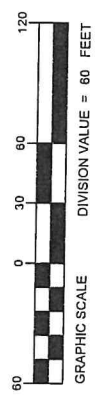


13
8.22
66
5.90

INV 12" RCP
4.63

NCOS-SB1
ELEV = 13.74
PROJECT BENCHMARK

TOTAL # OF VENDOR SITES: 101



MARKET EVENT MAP