ANNUAL SCUPPERNONG RIVER FESTIVAL
VENDOR INFORMATION AND APPLICATION PACKAGE
SATURDAY, OCTOBER 10, 2026
COLUMBIA, NORTH CAROLINA

REGISTER TODAY to participate in one of Northeastern North Carolina's largest and most vibrant Fall Festivals. Make your plans **EARLY**; vendor booth spaces will fill up quickly.

COMPLETE THE FORMS ON THE FOLLOWING PAGES (PLEASE BE AS SPECIFIC AS POSSIBLE!) AND RETURN THE FORMS AND YOUR PAYMENT FOR BOOTH SPACES

CRAFT/NON-FOOD VENDOR BOOTH SPACES (MAIN STREET) ARE **10 ft. x 10 ft.**
This year, the spaces will be on the south side of Main Street.

FOOD VENDOR BOOTH SPACES (BROAD STREET) ARE **12 ft. X 12 ft.**
ATTN Food Vendors: you may need a permit from the health department; see *Temporary Food Event Vendor Application* link at https://mtwdistricthealth.org/environmental-health/

Reserve your space(s) early to get the lowest prices...

Vendor Booth Space Fees

2026 Scuppernong River Festival Vendor Fee Schedule	*Food*	*Craft/Non Food*
Application and Payment Received Before August 1, 2026	$175.00/space	$75.00/space
Application and Payment Received August – September 2026	$200.00/space	$100.00/space
Application and Payment Received After September 30, 2026	$250.00/space	$150.00/space
Continuing Sales After 5:00 PM; add	$50.00/space	$50.00/space

Submitting Applications

- A COMPLETE application includes
  - 1) a Vendor Application Form with all the required information filled in,
  - 2) a signed Vendor Participation Agreement, and
  - 3) full payment of all fees.
- The Vendor Application Form and Vendor Participation Agreement can be emailed, mailed, or hand-delivered (to the Town Municipal Building). Your check or money order for the fee payment can be mailed or hand-delivered. We can also accept cash at the Town Municipal Building.
  - Mailing address: Scuppernong River Festival, ATTN: Howard Phillips; PO Box 449; Columbia, NC 27925
  - Email address: soundsideSRF@gmail.com
  - Town of Columbia NC Municipal Building: 103 Main Street, Columbia, NC
  - Make checks/money orders payable to *Scuppernong River Festival.*
  - Fee payments are non-refundable.
  - Unfortunately, we are currently NOT able to accept electronic payments.
- Your COMPLETE application **must be received by us by 5:00 PM, Thursday, October 8, 2026** or we cannot guarantee you vendor space at the festival.
  - If you miss this deadline, we will still try to accommodate you. If we are able to accommodate your request, you will be required to pay the "After September 30" rate - that is $250 per food vendor space or $150 per non-food vendor/Main Street space (plus another $50/space if staying after 5:00 PM). You will have to provide the required application forms and pay these fees PRIOR to setting anything up in the space(s) provided.
  - **NO NEW APPLICATIONS WILL BE ACCEPTED ON THE DAY OF THE FESTIVAL!**

Make Sure You Reserve Enough Space!

- All of your supplies and equipment MUST fit within the space or spaces you reserve (spaces are 10'x10' or 12'x12"; see above). This includes the tongue, tires, ramps, and all other parts of any trailer used.
- If your trailer or other equipment requires more space than you reserved, YOU WILL HAVE TO PAY FOR THE NUMBER OF ADDITIONAL SPACES NECESSARY AT THE "AFTER SEPTEMBER 30" RATE BEFORE YOU WILL BE ALLOWED TO SET UP AND PARTICIPATE IN THE FESTIVAL; and you will likely have to be moved to wherever adequate space is available.
- If you will be setting up a trailer, you are encouraged to arrive early; you must be able to maneuver the trailer into your space on your own – even if other vendors are already set up on either side of your space(s).

After We Receive Your Application and Payment...

- We'll send you an acknowledgement of receipt within a few days. Note that the acknowledgement might not come for up to a couple of weeks after you send your application/payment since many variables play in to when we receive it.
- We'll send your booth space number(s) by October 8, 2026.
- Note that email is the most efficient means of communication between us. soundsideSRF@gmail.com

PLEASE NOTE:

- You may NOT offer for sale any ammo, stink bombs, knives, bow & arrow, blow guns, weapons or other dangerous devices of any kind, canned string, or fake cigarette items. The festival committee reserves the right to prohibit the display/sale of any items it deems to be not in keeping with the family-friendly nature of the event; you must comply with any request by the committee to stop displaying such item(s).
- Vendors are responsible for any spills and cleanup of those spills. If you use grease for cooking - take it home with you; DO NOT pour it on grass or under shrubs.
- **Vehicles will not be allowed to enter the festival area for set up after 8:30 AM**. We will NOT give refunds due to late arrival or any other circumstances.
- We are NOT able to provide tables, chairs, water, electricity, etc. Bring anything you need to operate.
- The Town of Columbia, Tyrrell County and the Scuppernong River Festival assumes no responsibility for damage to persons or property during the event.
- Any sales tax liability incurred during the festival is the responsibility of the vendor.

For More Information Contact...

Howard Phillips, soundsideSRF@gmail.com, 252/796-7842
David Clegg at 252/796-1371

2026 SCUPPERNONG RIVER FESTIVAL
COLUMBIA, NORTH CAROLINA

VENDOR APPLICATION FORM

PLEASE WRITE LEGIBLY!! OR USE THE OPTIONAL ELECTRONIC FORM!

Name of Business, Group, or Individual: _____

Contact Person: _____

Email Address: _____ **Phone #:** (____) _____

Full Mailing Address: _____

street, city, state, zip

TYPE AND NUMBER OF BOOTH SPACES REQUESTED

Number of 12'x12' Food Spaces (Broad St.) Needed: _____

- **multiply by $175 if we will receive payment prior to August 1:** $_____
- **multiply by $200 if we will receive payment in August or September:** $_____
- **multiply by $250 if we will receive payment after September 30:** $_____

Number of 10'x10' Craft/Non-Food Spaces (Main St.) Needed: _____

- **multiply by $75 if we will receive payment prior to August 1:** $_____
- **multiply by $100 if we will receive payment in August or September:** $_____
- **multiply by $150 if we will receive payment after September 30:** $_____

Note: if we receive your payment after the date indicated, we will contact you about the additional amount. You will not be allowed to participate as a vendor in the festival if you do not pay the applicable fee amount.

Will you be staying after 5:00 PM? If yes, enter an additional $50/space: $_____

Total Amount Enclosed (add above amounts): $_____

Description of what you will be selling/providing (please be specific): _____

_____

_____

Continue on back of this page if more space is needed.

ADDITIONAL INFORMATION

Are you using a tent (Y or N)? _____ **How many:** _____ **Tent size(s):** _____

Are you selling from a trailer or vehicle (Y or N)? _____ **Set up size:** _____ **(incl. tongue, doors, ramp, etc.)**

Food Vendors, if using a trailer/van/etc., from which side do you serve: **Driver / Passenger / Either** **(circle)**

Signature: _____ **Date:** _____

Vendor Terms of Participation Agreement Form

SCUPPERNONG RIVER FESTIVAL

PLEASE READ CAREFULLY, SIGN AND RETURN WITH YOUR VENDOR APPLICATION

The undersigned hereby represents that he/she is the applicant or other authorized agent of the applicant named herein and that he/she is over 21 years of age. The undersigned further acknowledges he/she has read and is familiar with this policy and rules involved with the Scuppernong River Festival. That he/she recognizes and agrees by his/her signature below that the making of this application, the approval and use based on the application are expressly conditional upon applicant's acceptance and continuing observation of said rules. Applicants will indemnify and hold the Town of Columbia and County of Tyrrell and all corporation sponsors and their employees harmless from and against any and all claims for personal injuries, death, damages, cost and/or other expenses, including reasonable attorney's fees arising from or in anyway connected with the event thereof, by the applicant and the undersigned does hereby release, discharge and acquit the Town of Columbia and County of Tyrrell and all corporate sponsors from any and all claims, demands and actions for any loss cost, expense, damage or injury sustained by reason of any condition of said area or done to any act of an employee or agent of the Town of Columbia or County of Tyrrell and corporate sponsors of the act of any person of entity, whatsoever, all of which claims are hereby waived by an applicant for itself and each of its members. The undersigned declare that the factual information furnished by him/her in the application is true, accurate and complete to the best of his/her knowledge and belief.

SIGNATURE:_____DATE_____

VENDOR INFORMATION

Entry & Exit Routes (see map)

- All vendors must enter the festival area from the east end of Main Street, via Road Street, unless you are a food vendor arriving after 8:30 AM (see "Food Vendor Late Arrivals" below). All other entry points, including the intersection of Broad Street and US Highway 64, will be blocked.
- You can remove vehicles from the festival area via Broad Steet or Water Street ONLY.
- Food vendors serving from trailers or vehicles should note that odd numbered spaces are on the east (courthouse) side of Broad Street and even numbered spaces are on the west side. Depending on which side you serve from, and which side of the street your booth space is on, you may have to go down to the south end of Board Street and turn around.

Set Up

- All of your supplies and equipment MUST fit within the space (10'x10' or 12'x12") or spaces you reserved/purchased.
  - If a trailer is used, this includes the **total set-up size** of trailer including tongue, tires, ramp, any open doors, etc.
  - On the day of the festival, **if your trailer or other equipment requires more space than you reserved, you will be required to pay for the number of additional spaces necessary at the "After September 30" rate before you will be allowed to set up and participate in the festival as a vendor**; and you will likely have to be moved to wherever adequate space is available.
  - If setting up a trailer, you are encouraged to arrive early; you must be able to maneuver the trailer into your space on your own – even if other vendors are already set up on either side of your space(s).
- Vendors with cooking equipment must have a fire extinguisher.
- Food vendor health inspections should be coordinated with Health Department; see the information below from https://mtwdistricthealth.org/environmental-health/
- Vendors must bring their own tables, chairs, etc. The festival does NOT provide electricity, water, sewer, etc.
- Vendor setup is between 5:00 AM and 9:00 AM. **All vehicles, except those set up for sales within a vendor's booth space(s), must be out of the festival area NO LATER THAN 9:00 AM** (foot traffic on the streets usually begins to build up at that time and the parade along Main Street starts at 10:00 AM). **No vehicles will be permitted to enter the festival area after 8:30 AM** with the possible exception of the extreme southern end Broad Street (see *Food Vendor Late Arrivals* information below).
- ***Food Vendor Late Arrivals.*** Food vendors that arrive after 8:30 AM **MIGHT** be allowed to set up in the southern end of Broad Street (near US Highway 64) **IF** adequate space is available. WE CANNOT GUARENTEE YOU WILL BE ALLOWED TO SET UP IF YOU ARRIVE AFTER 8:30 AM.
  - If allowed, late food vendor arrival entry will only be possible from US Highway 64. You MUST receive approval & space assignment from event staff working the food vendor area PRIOR to setting up if arriving after 8:30 AM.
  - If you are a food vendor and you cannot arrive by 8:30 AM, call Howard Phillips at 252-796-7842 and tell me when you expect to arrive. The longer your arrival time is past 8:30, the less likely we will be able to accommodate you. If your **actual** arrival time is past 9:30, entry will almost certainly be denied. If we allow entry after 8:30, you will be assigned a space on the south end of Broad Street (probably well away from the other vendors) and you must remove any vehicles not within your booth space from Broad Street by 10:00 AM (when the parade starts).
  - Law Enforcement Officers at the barricade (on Broad Street at the intersection with US Highway 64) will not allow you to enter without advanced notification from me or other event staff. You also need to understand that after 9:00 AM (and often even before then) there will be festival attendees walking all over Broad Street and you will have to be extremely careful operating your vehicle to avoid injuring anyone.

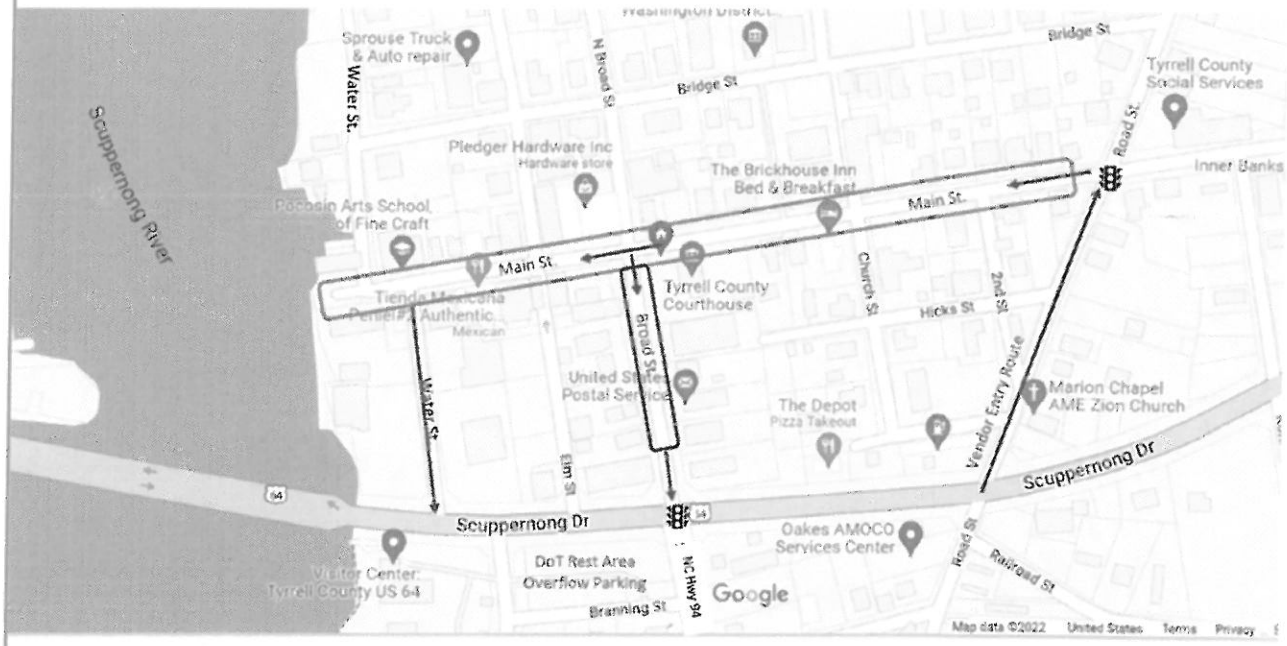
Take Down

- Unless a vendor has paid to remain after 5:00 PM, all vendor materials and equipment must be removed from the festival area by that time.

Parking

- Following set up, vendors must find legal parking spaces for their vehicle(s) outside of the festival area.
- Parking is easier to find the earlier you arrive and complete set up.
- The DOT Rest Area overflow parking area, across US Highway 64 from the event area, is a good place to check.
- There will be shuttle service from Tyrrell Hall, which is a little east of the festival area at 834 US Hwy 64, on the day of the festival.
- Some parking along town streets outside of the festival area is usually available.
    - Be advised that the parade route includes Bridge Street. Most of the streets in Columbia are narrow, including Bridge Street. There are usually many large vehicles in the parade that must be able to get down Bridge Street - so to keep your vehicle safe, you should avoid parking on Bridge Street or anywhere along the parade route.

Scuppernong River Festival – Vendor Map



Food Vendors

Craft/Non-food Vendors

Vendor Entry Route

Vendor Exit Routes

Parade Route