

La Grange Chamber of Commerce  
PO Box 56  
La Grange, NC 28551-0056  
August 5, 2011

Dear Vendor,

The La Grange Chamber of Commerce is gearing up for this year's Garden Spot Festival that will be held September 9<sup>th</sup> and 10<sup>th</sup>, 2011 at the Community Park on Railroad Street in downtown La Grange. The Garden Spot Festival is one of the town's premiere community events. Since 1980 the festival has grown from a street celebration and cookout to a two-day event attended by folks from all over Eastern North Carolina. As a vendor, the Chamber invites you to participate.

*Vendor Application and General Schedule*  
Friday, September 9<sup>th</sup>, 2011

Set-up begins.....3:00 p.m.  
Vendors must be set-up by .....5:00 p.m.

Saturday, September 10<sup>th</sup>, 2011

Set-up begins .....9:00 a.m.  
Vendors **MUST** be set-up by.....10:30 a.m.

<p><u>FRIDAY</u> – Festival Events 6:00 p.m. to 11:00 p.m. <u>SATURDAY</u> – Festival Events 11:00 a.m. to 11:00 p.m.</p>
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**VENDOR FEES**

*(All spaces are 16 feet in length and 12 feet in width.)*

*See Attached Price Sheet for Vendor Location Selection  
Prices are subject to location*

*All spaces are provided with a 15 amp; 120 volt electrical hook-up. Vendors must provide their own extension cords. Please let us know well in advance if you have any special needs!!!*

**PLEASE BE ADVISED THAT IF YOUR BOOTH AND OR TRAILER (INCLUDING TRAILER TONGUE) EXCEEDS THE SPACE SIZE LISTED ABOVE, THEN YOU MAY BE SUBJECT TO RELOCATION WITHOUT ANY REFUND.**

**VENDORS THAT WILL BE SERVING FOOD MUST COMPLETE THE ATTACHED FORMS REQUIRED BY THE LENOIR COUNTY HEALTH DEPARTMENT.**

You may email [david.bratcher@southernbank.com](mailto:david.bratcher@southernbank.com) during working hours or [davidabratcher@gmail.com](mailto:davidabratcher@gmail.com) after hours for additional information. You may also call the contact phone number listed below. Attached for your convenience is a response form and food permit application.

*David Bratcher*  
David Bratcher, Vendor Coordinator  
(252)-566-4020

*Attachment*  
Temporary Food Establishment Application from  
2011 Garden Spot Festival Layout

**RESPONSE FORM**  
**2011 VENDOR AT THE GARDEN SPOT FESTIVAL**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Specific items of sale/display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Type of Vendor</u>		
Food and Beverage ( )	Arts and Crafts ( )	Informational/Education ( )
Vender Space Number _____		
Friday Set Up    ___ Yes    ___ No		
Saturday Set Up    ___ Yes    ___ No		
Enclosed is my check in the amount of \$_____. Make check payable to: La Grange Chamber of Commerce, PO Box 56, La Grange, NC 28551		
I have read the application for vendor space and agree to adhere to the rules and regulations as outline by the Garden Spot Festival.		
Signature: _____		Date: _____

*Please return application with payment and insurance information to:*

**La Grange Chamber of Commerce**  
**PO Box 56**  
**La Grange, NC 28551**  
**Inquiries: Telephone: (252)-566-4020**

\* \* \* \* \*

For Official Use Only

Amount Received: \_\_\_\_\_ Date \_\_\_\_\_

Amount Due: \_\_\_\_\_ Confirmation letter Mailed: \_\_\_\_\_

Denied/Re: \_\_\_\_\_

**Information on Vendor Booths**  
**(See attached map for additional information)**

- Vender spaces are 16 feet wide and 12 feet deep
- Each vendor space will be provided electricity by the Town of La Grange
- Vendor spaces are based on first request for said space

**Vendor Space Number and Cost**

Vendor space 1 \$100.00	Vendor space 7 \$150.00
Vendor space 2 \$110.00	Vendor space 8 \$130.00
Vendor space 3 \$120.00	Vendor space 9 \$120.00
Vendor space 4 \$120.00	Vendor space 10 \$110.00
Vendor space 5 \$130.00	Vendor space 11 \$100.00
Vendor space 6 \$150.00	
Vendor space 12 \$100.00	Vendor space 18 \$150.00
Vendor space 13 \$110.00	Vendor space 19 \$130.00
Vendor space 14 \$120.00	Vendor space 20 \$120.00
Vendor space 15 \$120.00	Vendor space 21 \$110.00
Vendor space 16 \$130.00	Vendor space 22 \$100.00
Vendor space 17 \$150.00	
Vendor space 23 \$100.00	Vendor space 30 \$100.00
Vendor space 24 \$100.00	Vendor spaces 31-36 \$60.00
Vendor space 25 \$100.00	
Vendor spaces 26-29 \$80.00	
Vendor space 37 \$100.00	Vendor spaces 45-47 \$100.00
Vendor spaces 38-44 \$60.00	

**Other Information**

Information pertaining to the Garden Spot Festival may be found on the Town of La Grange website at [www.lagrangenc.com](http://www.lagrangenc.com). Garden Spot Festival forms on this website are: general information letter, 2011 Vendor Application Form, Vendor Request form for booth, and forms that required by the Lenoir County Health Department. Venders serving food will be required to complete the forms from the Lenoir County Health Department. Once food and drink vendors have been notified and, in the event, that a vendor does not have access to a computer the Chamber will mail this form to the vendor if the vendor makes a request that the forms to be mailed to the vendor via US Postal Service. The information listed below will be helpful in the completion of the Lenoir County Health Department forms.

**Water Source:** On-site municipal water supply will be available.

**Utensil washing facility (required):** To be provided by Vendor.

**Hand washing facility (required):** To be provided by Vendor.

**How will you dispose of wastewater?** To be collected in 55 gallon drums, removed by Town of La Grange via vacuum trailer and disposed of in sewer system.

**How will you dispose of garbage?** Town of La Grange will collect after being place in garbage carts.

**Toilet facilities:** Public building and two port-a-johns.

**TEMPORARY FOOD ESTABLISHMENT APPLICATION**

This form is required by the Lenoir County Health Department. Pages 1, 2, 4 and 5 must be completed and return to the Lenoir County Health Department **at least two weeks prior to the Festival.**

Any questions should be referred to:

**Lenoir County Environmental Health  
101 N. Queen Street PO Box 3385  
Kinston, NC 28502-3385  
Phone: (252)-526-4248  
Fax: (252)-526-4249**

**Information listed below will assist you in completing this application:**

**Question 11 [Water source]:** On-site municipal supply will be available.

**Question 16 [Toilet facilities]:** Port-a johns provided by the sponsor the La Grange Chamber of Commerce.

I appreciate your interest in being a vendor at the La Grange Garden Spot Festival.

*David Bratcher*

David Bratcher, Vendor Coordinator  
La Grange Chamber of Commerce