



## 2025 Candy Drop Vendor Application – Rules and Information

Calling all local makers, bakers, creators, and community businesses! The first-ever Hampstead Candy Drop is dropping more than just candy — we’re bringing families together for an unforgettable afternoon of fun, food, and festivities at Kiwanis Park! We’re looking for local vendors to set up shop and share their amazing goods with hundreds of sweet-toothed attendees. Whether you sell crafts, clothes, candles, or cupcakes — this is your chance to connect with the community, showcase your brand, and be part of a brand-new tradition!

### **Event Highlights:**

**Date:** Saturday, October 11th, 2025

**Time:** 3:00 PM – 6:30 PM

**Location:** Hampstead Kiwanis Park

**Expected Crowd:** Families from all over Pender County and beyond!

Vendor spaces are first-come, first-served.

Submit your application today and let’s make this sweet celebration even sweeter—with you in it!

Questions? Reach out to us at [parksandrec@pendercountync.gov](mailto:parksandrec@pendercountync.gov) or 910.259.1330 — we’d love to hear from you!

**All vendors are responsible for reading and abiding by the event policies listed below.  
Incomplete or incorrect applications may not be processed.**

**Application Process**

The vendor application for the 2025 Candy Drop opens on Monday, August 18<sup>th</sup> at 8am. All applications are accepted on a first come, first served basis. Notifications of acceptance will begin the week of September 22nd. The County reserves the right to reject any vendor it deems unacceptable.

Vendor applications will close on Friday, September 26<sup>th</sup> at 5:00 p.m. or when the event is at capacity.

**Fees**

For-Profit Businesses/Organizations	\$25
Nonprofit Organizations	\$10
Food Vendors/Concessionaires	\$25
Nonprofit Concessionaires	\$10

Fees must be paid in full within 1 week of notification of acceptance. If needed, vendors may pay for multiple spaces. Vendors are responsible for collecting and reporting applicable sales tax. No refunds for withdrawal of application, failure to acquire proper permitting or exemption through Pender County, or no shows.

Vendors may only sell items approved through the application and must provide photos of the product to be sold and the booth setup.

**For-Profit Businesses/Organizations**

We're excited to welcome a variety of **local makers, small businesses, and unique vendors** to the first-ever Hampstead Candy Drop! To ensure a diverse and successful vendor lineup, **applications will be reviewed to avoid excessive duplication of products or services.**

Our goal is to offer attendees a wide variety of high-quality goods while giving each vendor the best opportunity for a profitable and positive experience.

Pender County reserves the right to determine whether a vendor's products align with the original intent of the event and contribute to the overall quality and variety we aim to provide.

**Please note:**

- We strive to limit similar product types (e.g., only a small number of vendors selling similar items like jewelry, candles, or direct sales products).
- Applications are accepted on a **first-come, first-served basis**, with consideration given to product variety and quality.

### **Concessionaire (Commercial and Nonprofits)**

Vendors selling food and beverages can apply as a concessionaire. Rates are available for both commercial and nonprofit organizations. **The County does not provide power, water, or sewer disposal.** Generators are allowed and must be listed in your application under special requests.

All items sold (including drinks, water, chips, cookies, etc.) must be listed in your application and approved by the County. Menus are reviewed to minimize the number of duplicate items to ensure all vendors have a profitable day. It is the right of Pender County to determine if the services provided by the vendor reflect the original intention of the event and add to the overall quality of the event. Specialized food items will be limited to one vendor. All vendors will be allowed to sell items such as baked goods (cake, cookies, brownies, etc.), chips and drinks. Applications are accepted on a first-come basis.

### **Food Trucks**

Food vendors must provide Pender County with a copy of their health inspection once approved. Vendors are expected to follow all rules and regulations as set forth by the North Carolina Department of Health and Human Services. Food vendors must also provide a copy of their insurance with their approved application. Please provide the following information:

1. Commercial general liability. Provide a current copy of a certificate of insurance showing coverage for \$1,000,000.00 or more, naming Pender County as the Additional Insured. Additionally, Pender County, 805 S Walker Street PO Box 5 Burgaw, NC 28425 must also be listed as the Certificate Holder. An example COI can be shared with you upon request.
2. Automobile liability. Provide insurance with a limit of no less than \$1,000,000 per occurrence combined single limit each occurrence for bodily injury and property damage liability covering all owned, non-owned and hired vehicles. Provide proof of coverage via a current copy of a certificate of insurance or copy of automobile policy declarations page.
3. Worker's compensation. Concessionaire must provide proof of worker's compensation as required by and according to the limits of the State of North Carolina if the concessionaire employs more than two (2) employees. If the concessionaire employees no more than two (2) employees, concessionaire must provide Pender County with a waiver letter on concessionaire's letter head stating that they are not required to carry workers' compensation coverage because concessionaire has no more than two (2) employees. (If applicable)
4. Current copy of Health Department Score Placard for prepared foods for concession stands, pushcarts, food truck or mobile food units. (If applicable)
5. Copy of menu & price list.

6. Color pictures with dimensions of pushcart, mobile food unit or food truck. (If applicable)

Trash receptacles will be placed throughout the event by Pender County for the use of attendees only. Pender County is unable to provide individual trash receptacles for vendors. Vendors are expected to remove their trash from the premises following the event.

### **Nonprofit concessionaires**

Are required to attach a copy of the exemption letter from the North Carolina Department of Revenue or the Internal Revenue Service along with a tax-exempt certificate.

All concessionaires are responsible for ensuring they are properly permitted.

### **Non-profit Organizations**

A non-profit organization, also "not-for-profit," is a legally constituted organization which exists for educational or charitable reasons and not seeking or producing a profit or profits.

Non-profits need to submit their 501(c)(3) certificate. Selling or giving away food is prohibited, unless you register as a

### **Check-In and Setup**

Vendor check-in is from 11:30am-2:00pm. Vendors are allowed to drive onto the event field to unload supplies, but all vehicles must be cleared from the event field by 2:00pm. Parking on the event field, including behind booth spaces is prohibited. Any vendors arriving after 1:30pm will be required to park and carry supplies from the parking area to their assigned booth space. Displays must be completed and aisles cleaned by 2:30pm regardless of arrival time, so please come early. You may experience some waiting time when checking in so be prepared and allow plenty of time for traffic.

A map for The Candy Drop will be provided closer to the event date.

### **Display Space**

Booth spaces are 10' X 10'. All vendors must furnish their own display equipment and provide the necessary protection from the elements. Sandbags, tent pegs, or other tent weights **are required**. Each vendor must stay in his/her assigned booth space. No signage, advertising, or selling can be done outside of this space. All displays are to be in good taste, neat and maintain a professional appearance. No canopies, tables, or chairs will be provided. Generators or other motorized sources of power are allowed but, must be included in your application under the special requests. Water or sewer disposal is not available. Pender County Parks and Recreation will determine the placement of booths and vendors. Under no circumstance can a vendor "sublet," transfer, or give their space assignment to anyone without written approval by the Pender County Parks and Recreation Department.

All vendors making sales will need to obtain their NC Department of Revenue Sales Use and Tax Certificate. Vendors may be asked to share a copy with event organizers before event date.

**Event Hours: 3pm-6pm.**

You must maintain your booth until closing. Early packing will not be allowed. Vehicles will not be allowed to remain in the booth area. Parking will be provided nearby. Prior to the festival, you will receive your booth space number, directions, event map, parking instructions, and other important information.

**Breakdown and Cleanup**

Breakdown cannot begin until the end of the event, which is 6pm. Event staff will notify vendors when they can bring their vehicles back on the field. All garbage must be placed in the dumpsters provided and boxes must be broken down.

**Vendor Applications**

It is the right of Pender County Parks and Recreation to determine if the services provided by the vendor reflect the original intention of the event and add to the overall quality of the festival. No exceptions. Applications are accepted on a first-come basis. No vendor will be allowed to set up without the Application & Liability Release form signed and dated. Please make copies of this form for your own records. The County reserves the right to revoke or refuse to grant space at any time and shall not be liable to anyone for this action.