



TOWN OF
SHALLOTTE
North Carolina

Market / Festival Vendor Application – 2026

Thank you for your interest in participating in the 2026 Market and Events hosted by the Town of Shallotte Parks and Recreation / Events Department. Please complete this application in full. Submission of an application does not guarantee acceptance. Vendors will be notified following review and approval.

Market Details

Location: Riverwalk

Market Hours: 9:00 AM – 2:00 PM

2026 Market Dates:

- March 7, 2026
- April 11, 2026
- May 16, 2026
- June 13, 2026
- September 19, 2026
- November 14, 2026
- December 19, 2026

Business / Vendor Information

Business / Organization Name: _____

Primary Contact Name: _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

Website / Social Media (if applicable): _____

NC Sales and Use Tax ID Number (REQUIRED): _____

Vendor Category (check one)

- Farm / Produce
- Food & Beverage
- Apparel / Boutique
- Artisan / Handmade Goods
- Resin / Woodwork
- Jewelry
- Crochet
- Self-Care / Salon
- Non-Profit / Community Organization
- Non-Profit 501(c)(3) #: _____
- Other: _____

Product / Service Description

(Please clearly describe items or services to be offered)

Dates Requested (check all that apply)

- March 7, 2026 — \$25.00
- April 11, 2026 — \$25.00
- May 16, 2026 — \$25.00
- June 13, 2026 — \$25.00
- September 19, 2026 — \$25.00
- November 14, 2026 — \$25.00

- December 19, 2026 — \$25.00

Fee Schedule:

\$25.00 per Market / Festival / Event

OR \$150.00 if paid in full for the year (advance payment)

Space and Equipment Requirements

Space Requested:

- 10 x 10
- 20 x 20

A 10 x 20 space will incur an additional charge of \$25.00 per market or \$300.00 if paid in advance for the year.

Electricity:

Electricity is not provided. Vendors must supply their own generator or approved small power source, if needed.

Vendor Equipment:

Vendors must provide all necessary equipment, including but not limited to tents, tables, chairs, weights, straps, and any other materials required for a safe and secure setup.

Operations, and Vendor Requirements

Non-Profit Organizations:

Non-profit organizations will be charged the same vendor fees as for-profit vendors. Non-profit applicants must attach proof of 501(c)(3) status with their completed application.

Weather Policy:

The Market/Festival will operate rain or shine. In the event of hazardous weather conditions, the Market Manager, in coordination with Town Administration, reserves the right to cancel the event. Vendors and participants will be notified as soon as possible. Updates may also be posted on the Town of Shallotte Parks and Rec official Facebook page.

Market Hours:

Market hours are 9:00 AM to 2:00 PM.

Vendor Set-Up:

Vendor set-up begins at 7:30 AM, unless prior arrangements have been approved by the Market Manager. Vendors shall not enter the market field or event area until Town staff is onsite.

Market / Festival Vendor Policies and Regulations

The Town of Shallotte Parks and Recreation / Events is committed to maintaining a professional, safe, and welcoming environment that supports small businesses while providing a positive experience for staff, volunteers, vendors, customers, and visitors. To ensure fairness and consistency, all rules and regulations are enforced equally for all vendors participating in any Market, Festival, or Event.

I. Vendor Conduct Standards

All interactions at the Market/Festival must be conducted in a professional, respectful, and courteous manner at all times.

Under no circumstances shall vendors, their employees, or representatives argue with, mistreat, intimidate, or behave in a discourteous manner toward Town of Shallotte staff, volunteers, fellow vendors, customers, or visitors. Any vendor engaging in such conduct may be required to leave the

event for the day or may be permanently expelled, at the sole discretion of Market/Event Management.

Staff, volunteers, vendors, customers, and visitors shall not be subjected to language or actions that are abusive, profane, threatening, intimidating, or harassing in nature.

Any threatening behavior, vandalism, use of violence, or threat of violence by a vendor or any of the vendor's employees or representatives shall constitute a violation of this policy and will result in immediate and permanent expulsion from the event.

II. Prohibited Activities and Items

The possession of firearms, weapons, fireworks, gambling materials, as well as the use or possession of alcohol or illegal drugs by a vendor or any of the vendor's employees or representatives is strictly prohibited and constitutes grounds for immediate expulsion.

No live animals may be sold, traded, or given away at the Market/Festival. Market/Event Management reserves the right to host pet adoption events conducted by the Brunswick County Sheriff's Office Animal Protective Services or other authorized agencies.

III. Compliance with Laws and Regulations

All vendors must comply with all applicable laws, ordinances, and regulations of the United States, the State of North Carolina, Brunswick County, and the Town of Shallotte.

Non-Profit Organizations:

Non-profit organizations will be charged the same vendor fees as for-profit vendors. Proof of 501(c) (3) status must be submitted with the completed application.

Fees and Refund Policy:

All vendor fees must be paid in advance of the market date to reserve space. NO REFUNDS. NO EXCEPTIONS. RAIN OR SHINE.

IV. Vendor Operations and Sales Practices

Participation in the Market/Festival does not grant any vendor exclusive rights to sell a specific product or product category.

Pricing of goods sold at the Market/Festival is solely the responsibility of each individual vendor. Vendors are expected to price items fairly and in accordance with reasonable market value.

Vendors are prohibited from purchasing items from other participating vendors on market days for the purpose of reselling those items during the same Market/Festival.

Vendors are solely responsible for collecting, reporting, and remitting all required sales taxes.

All vendors must display a copy of their North Carolina Sales and Use Tax License at their booth.

All vendors must also clearly display a sign indicating whether sales tax is included or not included in the listed prices of their goods.

[Obtaining a Tax ID # with North Carolina](#)

[HTTPS://WWW.NCDOR.GOV](https://www.ncdor.gov)

ON MENU BAR: TAXES & FORMS

THEN CLICK ON: SALES & USE TAX

SALES AND USE TAX FORMS AND CERTIFICATES

CLICK ON REGISTER ONLINE

VI. Food Vendor and Home Processing Requirements

The North Carolina Department of Agriculture and Consumer Services (NCDACS) food and safety regulations governing farmer's markets require a home inspection for all vendors who process food in their home.

All vendors selling home-produced food items must contact NCDACS prior to the sale of any such items to obtain regulatory guidance and request a home inspection.

NCDACS Contact Number: (919) 733-7366

Vendors should indicate they are a home processor and request to speak with a Food Compliance Officer regarding regulatory requirements and scheduling a home inspection.

Vendors must present a copy of the NCDACS approval certificate to Market/Event Management upon completion of the required inspection.

VII. Safety, Cleanliness, and Liability

All vendors are required to maintain a clean, safe, and orderly booth space throughout the duration of the Market/Festival.

Market on Mulberry and the Town of Shallotte shall not be responsible for any lost, stolen, or damaged items.

VIII. Rule Enforcement and Violations

Any violation of these policies or any Market/Festival rule, whether observed directly by or reported to Market/Event Management, shall result in enforcement action.

Failure to immediately comply with any violation policy, rule, or lawful directive issued by Market/Event Management shall result in immediate expulsion from the Market/Festival and may constitute grounds for revocation of the vendor's right to sell at current and future events.

Upon notice of expulsion, the vendor shall immediately vacate the Market/Festival premises. Failure or refusal to do so shall authorize removal by law enforcement officials. The Town of Shallotte shall be fully released and discharged from any and all liability for damages arising from or related to such removal and shall bear no responsibility for the storage, loss, or safekeeping of any property removed from the premises.

Vendor Acknowledgment and Agreement

By signing below, the vendor acknowledges that they have read, understand, and agree to comply with the Town of Shallotte Market / Festival / Event Vendor Policies and Regulations, including all rules regarding conduct, operations, fees, and enforcement.

The vendor understands that:

- All fees must be paid in advance to reserve space
- NO REFUNDS. NO EXCEPTIONS. RAIN OR SHINE
- Acceptance is at the discretion of Market/Event Management
- Failure to comply with policies may result in immediate expulsion

Vendor Signature: _____ Printed Name: _____

Business / Vendor Name (Printed: _____ Date: _____

Additional Information / Request

All applications must be filled out in its entirety to be considered.

Please submit applications to:

Town of Shallotte
106 Cheers Street
Shallotte, NC 28470
Post office Box 2287
Shallotte, NC 28459
Or by EMAIL;

sroberson@tosgov.com

