



## FESTIVAL REGULATIONS AND PROCEDURES



### Set Up: 6:10am-8am

- Your confirmation letter serves as the permit for admittance as a vendor. *Please place the next page in the dash of your car with your booth number written on it! You will want to complete this before you enter the festival boundaries. Police will be reviewing these at entrances.*
- Vehicle entry to the festival is based on booth assignment. Please follow the driving entry directions you are assigned to keep the flow of traffic moving.
- Unload and move your vehicle immediately to an area outside the festival barricades. **NO VEHICLES WILL BE ALLOWED INSIDE FESTIVAL BOUNDRIES AFTER 8AM.**
- Vendors provide their own tents, tables, chairs, awnings, cords etc...for booth.
- Any late arriving vendors (after 8am) will have to park outside festival barricades and walk items to their booth.
- We will have volunteers throughout the festival to assist you with unloading and putting your tent up.
- Bring weights to keep your tent secured!
- As stated in the applications: POWER is not available to Artists, Sponsors, and Non-Profits. Food Vendors have already worked out their electric needs.
- Generators are not allowed.

### Parking

- Side streets, outside the festival boundary barricades, are the only available parking options.
- Do not park in spaces reserved for the Apex Police Department or on Seaboard Street, behind the Volunteer Fire Station. Vehicles will be towed.
- Overnight parkers must park in legal spaces only. Contact the Apex Police Department at 919-362-8661 if you have any questions.
- Handicap parking is located behind The Halle and at The Apex Professional Building.

### Breakdown: 5pm

- Do not begin breaking down your booth until 5pm. PeakFest is a 9am-5pm event.
- All sales must cease promptly at 5pm to ensure the breakdown of all booths is timely. Any delay on this prevents the road from being opened.
- Box all items and break down tents and tables, placing curbside, before bringing in your vehicle.
- Re-enter the festival boundaries from the reverse order as you used during set up. Exit the festival boundaries from where you entered at set up.
- Please support the flow of traffic established by your booth assignment.
- Responsibly dispose of your trash in the proper receptacles. Roll carts and dumpsters are available throughout the festival.

***Continued on the next page***



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### Other

- Vendors can require masks inside their personal booths, but neither the Apex Festival Commission, Town of Apex, nor Police can enforce that.
- Vendors are encouraged to bring hand sanitizer for their booth.
- Vendors are responsible to collect and report all required sales tax.
- Town ordinance PROHIBITS alcoholic beverages in public areas.
- No selling, soliciting, or walking distribution of materials outside your booth area.
- Nothing can be stationed on the sidewalks & no generators.
- No pets allowed inside the festival boundaries unless already approved by The Apex Festival Commission.

### Severe Weather Policy

- In the event of **severe** weather, call 919-249-1120 for an update.
- *This is a rain or shine event.*
- There is not a makeup date in the event of severe weather.

**Mark your calendar!**

**PeakFest 2024**

**May 4, 2024**

*Applications will come out the first week of December.*

# PEAKFEST

# 2023

# VENDOR

May 7, 2022

Booth # \_\_\_\_\_

Last Name \_\_\_\_\_

*Please put this on the dash of your vehicle. One copy per booth space.*