

Stedman Firefighters' Association 2026 Fall Plate Sale and Benefit at Stedman Fire Department

TO: All Interested 2026 Stedman Firefighters' Fall Benefit Vendors

FROM: Stedman Fireman's Association
Attn: Regina Wills, Event/Vendor Coordinator

REF: Vendor Packet for 2026 Stedman Firefighters' Fall Plate Sale and Benefit

Thank You for your interest in participating in our 2026 Stedman Firefighters' Fall Plate Sale and Benefit. We are planning for another successful and fun-filled ONE-day event. The Fall Benefit will include the following events: Annual Fried or BBQ Chicken Plate Sale, Bake Sale, Artisan and Craft Merchandise Vendors, Cruise in Car Show, and Raffle. We look forward to this event which allows us to raise money for the Stedman Firefighters' Association at Stedman Fire Department (SFD). This event enables the Stedman Firefighters' Association to purchase firefighting equipment and/or attend specialized training that is not available through other funding means.

All the vendors will be set up outside on our training grounds, which is enclosed by chain link fence. This area is between the two Stedman Fire Department Buildings. We will **ONLY** be accepting **ONE** vendor per Direct Sale Company and **FOUR** vendors for each like type of craft/handmade Items. If you are reserving more than one vendor space or have any special requests, **PLEASE** make a **CLEAR** note on the vendor application under Special Requirements. **ALL** vendors participating **MUST** have merchandise available to be purchased this day, because attendees are expecting to begin their holiday shopping.

This event will be held **OUTSIDE** on the training grounds at SFD on **Saturday, September 26th, 2026**. If there happens to be inclement weather on this day, we will still be holding all the events. We are offering first acceptance/refusal to all the vendors that participated with us Fall 2025 with a deadline of **Sunday, August 2nd, 2026**, to respond back and let us know if they are going to participate this Fall.

Starting **Monday, August 4th, 2026**, we will take new vendors on a **FIRST SUBMITTED FULLY COMPLETED APPLICATION and PAYMENT**. Any questions may be directed to our email info@stedmanfire.com or Regina Wills. We will respond to you within 72 hours. Regina can be reached by email, text, or a phone call at 910-987-4548.

The Stedman Fire Department members will be working at the Fried or BBQ Chicken Plate Sale, Stedman Fire Department Ladies Auxiliary will hold a Bake Sale, which will be happening at the same time during this event. There will be a designated eating area for anyone who would like to eat and then shop. The plate sale will be from 11am to 6pm or sold out. There will also be a fall car show happening at the same time. There are generally 700+ plates sold and we generally have many attendees from our local community. To help keep the foot traffic in a concise area, the car show will be set up in same general area with proximity.

This event offers great shopping, activities, delicious home cooked food, along with an opportunity to purchase homemade baked goods for the entire family. We look forward to another successful and rewarding event. We welcome back our returning vendors. If you are a first-time vendor, we look forward to meeting and working with you. The Stedman Firefighters' Association plans and works diligently so that all can have a pleasant and successful experience at our annual Fall Plate Sale and Benefit.

Sincerely,
The Firefighters' Association of Stedman Fire Department.

SEPTEMBER 18th, 2026, IS THE DEADLINE FOR APPLICATIONS AND FULL PAYMENT

Stedman Firefighters' Fall Plate Sale and Benefit
Art, Craft, and Direct Sale Vendors

\$30 per 12ft x 12ft space

******(First Come, with First Completed and Submitted Application with Vendor Fee Paid in Full)**

General Vendor Information

- All vendors from the 2025 event will have first right of acceptance/refusal for this year's event.
*****Vendors at the 2025 event will have a deadline of Sunday, August 3rd, 2026. *****
- **We will only be accepting ONE Vendor Per Direct Sales Company and FOUR vendors for each like kind of Craft/Handmade Item(s).**
- Completed Applications with **FULL** payment are accepted on first come first received basis.
- All Arts, Craft and Direct Sale Vendors are asked to briefly list the contents of their booth. All vendors will be juried for acceptance into the event and notified via email NLT than **10** days from receiving of the **COMPLETED APPLICATION AND FULL PAYMENT**. Our 2026 Stedman Firefighters' Association at SFD reserves the right to reject applications from vendors and return/refund booth fees.
- Multiple booth spaces may be purchased. **All vendors MUST provide their own table(s), chairs, tent, and electric if needed.** If you need to use a generator for electric, then please advise on your application so that you can be spaced accordingly due to the noise of a generator running.
- This event is **OUTSIDE** and will be held in rain or shine. There is no rescheduling of this event.
- **No refunds will be issued due to cancellation. You will be provided a receipt at the event upon registration.**
- If you cannot keep your space and commitment after you have been notified you have been accepted, you must inform Regina Wills, as soon as possible. You are **NOT** allowed to give your space to another person or business.
- There is to be **NO** sexually explicit items sold. Materials displayed or handed out must be appropriate for children of ALL ages. This event is being held on the grounds of the Stedman Fire Department, and we need all to respect this facility and grounds. All displays and graphic materials are subject to approval on the day of the event by the Stedman Firefighters' Association Event Staff. If we do happen to ask you to remove an item or display, please know we are a public organization and must abide by the guidelines in place.
- No music should be played at the booths.
- All vendor booth displays should be attractive from all sides and not distract from a neighboring vendor's display. Vendors presentations are important, and your display should be attractive to the attendees. Each booth space is 12ft. x 12ft. If you will have tent set up, please have a way to secure the tent. We suggest using weights as the grounds are extremely hardened to place stakes. It is your discretion on how you set up and utilize your space however; you **MUST** remain within your designated vendor space.

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Electricity

No electricity will be provided for any space. If you need electricity, then you must provide that means using a generator or back-up battery source.

Check In/Set-Up

- Space assignments will be preassigned. No haggling or disagreement over space locations will be permitted. **All final vendor packets with last minute information and maps will be emailed out on Sunday, September 20th, 2026.**
- The event is held **OUTSIDE** between the two Stedman Fire Department buildings. The plate sale is done at our maintenance building located at 5318 Front St. Stedman, NC 28391.
- We ask that you kindly clean up your space at the end of this event.
- Art, Craft, and Direct Sale Vendors will have two set up times, this is flexible depending on the number of vendors signed up. This is being done to help make sure there is ample space when set up and the safety of all attending. **Saturday, Sep. 26th, 2026, between 8 - 10am am.**
*****All vendors must be completely set up no later than 10:30 am on Saturday, Sep. 26th, 2026.**
- The event starts at **11 am and ends at 6 pm on Saturday, September 26th, 2026.**
- We are asking each vendor to move their vehicle to a set parking area after you have unloaded your booth items. We plan to have people in the vendor area to ensure the set-up goes smoothly, and to ensure all vendors have ample time to do their unloading and set up.
*****All unloading MUST be completed by 10:00 am on Saturday, September 26th, 2026.**
- Vendors are responsible for their own booth supplies and equipment (i.e. Tables, Chairs, Generator, and Grounded Electric Cord(s) Etc.).
- **ALL** vendors are expected to remain open until 6 pm. This is because there are always last-minute shoppers, and we want to make sure the area is clear. This is for your safety as well as the safety of the attendees and shoppers.
- Vehicles are not permitted to be in the set-up area until 5:00 pm at the end of the event.

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WHEN RETURNING YOUR PACKET PLEASE INCLUDE:

- **COMPLETED AND SIGNED VENDOR APPLICATIONS** will be received by mail or email.
Mail To: Stedman Fire Department
Attn: Fall Vendor Event
5256 Front St. Stedman, NC 28391
- Scan (PDF format) and Attach Completed Application and Email to: info@stedmanfire.com.
- **PAYMENT IN FULL** (See Two Options Below)
 - **PAYPAL** using Friends and Family method and use email info@stedmanfire.com.
 - **CHECK** (Payable to Stedman Volunteer Fire Department)
******Please note on the memo line on money order: 2026 Fall Vendor Fee.**

Stedman Firefighters' Association 2026 Fall Plate Sale and Benefit

September 26, 2026

VENDOR APPLICATION

Stedman Fire Department

Attn: Fall Vendor Event

5256 Front St. Stedman, NC 28391

Please return this vendor application with a check or write-in the payment date payment was sent via PayPal.

Mail Application to: Stedman Volunteer Fire Department

Attn: Fall Vendor Event, 5256 Front St., Stedman, NC 28391

All checks/money orders must be made payable to Stedman Volunteer Fire Department

Please note on the check on the Memo line: 2026 Fall Vendor Fee

***If you have any questions concerning the **VENDOR APPLICATION and EVENT** please contact;

Regina Wills @ 910.987.4548 or email: **info@stedmanfire.com**

Application and Payment deadline is Friday, September 18th, 2026

Direct Sale/Business Name: _____

Your Name _____

Street _____ City/State/Zip _____

Cell Phone: (_____) _____ - _____ Receive Text Messages? Yes / No. (Please Circle One.)

Email: _____

Arts and Crafts/Direct Sales _____ x \$30 = _____ Booth Size (12ft x 12ft)

Total Fees \$ _____

PLEASE NOTE Please Initial the Below:

YOU MUST FURNISH YOUR OWN TENT, TABLE(S), and CHAIRS. _____

YOU UNDERSTAND THIS IS A RAIN OR SHINE EVENT AND NO REFUNDS WILL BE GIVEN. _____

Please briefly describe the Art, Craft, Merchandise, or Direct Sale product(s) to be offered for sale:

Special Request/Requirement:

Stedman Firefighters' Association at Stedman Fire Department, and any businesses involved, or any governmental agency will not be held responsible for any accident, loss, or injury before, during, or after the 2026 Stedman Firefighters' Association Fall Plate Sale and Benefit event period.

I, _____ (Vendor Name) agree to these rules, conditions, and guidelines in this application packet by signing below.

Signature _____ Date _____

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For Event Use: Date Received _____ Amount Received: _____ Accepted: _____ Confirmation: _____ Space: _____