



Dear Food Vendor:

You are invited to submit an application for the North Carolina Blueberry Festival to be held June 19, 2010 Deadline for submission is April 2nd, 2010. Please note: This is a RAIN OR SHINE EVENT!

NAME OF ORGANIZATION: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ CONTACT PHONE #: _____

NC SALES TAX I.D. NUMBER: _____

CERTIFICATE OF INSURANCE POLICY NUMBER: _____

(Must list the North Carolina Blueberry Festival on the policy and attach a copy of the policy)

_____ Yes, I have been a vendor at the North Carolina Blueberry Festival _____ Years attended

_____ No, I have not been a previous vendor at the North Carolina Blueberry Festival

Date/Time: Saturday, June 19, 2010 Festival opens at 9 a.m., Closes at 9 p.m.;
Vendors will be assigned set-up appointments for June 18th

Location: Courthouse Square, Historic Downtown Burgaw

Fees: Application Fee is \$350.00 for a standard space. There will be no refunds after vendor has been accepted. In addition to the \$350 fee, a \$75.00 refundable Cleaning Deposit will also be charged. The cleaning deposit will be refunded within 30 days if rented space is cleaned upon departure.

Booth Space: Standard booth space is 20' across and 15' deep. (This space includes tongue length of trailer and any additional cooking space or seating.) Each additional foot will be assessed a \$10 per foot fee. Vendor may not exceed authorized space and may not change location of booth without approval of North Carolina Blueberry Festival. Each booth will be provided electricity, water and gray water disposal.

_____ Yes, I would like to be assigned the same booth space if possible.

_____ No, I would like to request a new booth space if possible.

_____ I do not have a preference as far as booth assignment.

Water: Water will be available but each vendor must provide their own three way hose connector and food grade water hose. Any trailers with the capacity to carry water must arrive at the festival with an empty tank for inspection by the Health Dept.

Ice: Ice will be provided as in past years. Size of bags and cost will be determined at a later date. Please request number of requested bags below.

_____ Number of bags requested.

Electricity: North Carolina Blueberry Festival will provide one (1) standard 110/20 AMP outlet to each vendor who has requested an outlet. Vendor must provide own heavy duty outdoor extension cord, minimum length 300'. All electrical needs must be requested by selecting the following:

_____ (1) 110/20 AMP outlet

_____ (1) 220 AMP outlet

_____ Other (specify)

_____ (2) 110/20 AMP outlets

_____ Standard 110 plug

_____ Standard 110 plug (grounded)

_____ Standard 220 plug

_____ Standard 220 plug (grounded)

_____ Other (specify)

Failure to indicate the proper power requirements and plug requirements may result in inadequate electrical supply or no electricity provided. Additional electrical needs will be made available if possible. There will be no electrical adjustments made the day of set-up or the day of the festival.

NO GENERATORS WILL BE ALLOWED! NO CHARCOAL OR OPEN FLAMED COOKERS ALLOWED UNDER TENT!

General Rules:

1. All vendors must be set up and have all vehicles removed from the festival area on Friday evening by 8 p.m. and Saturday morning by 8 a.m. **NO VEHICLES OF ANY KIND WILL BE ALLOWED TO REMAIN ON THE COURTHOUSE SQUARE DURING FESTIVAL HOURS - NO EXCEPTIONS.** There will be **NO FLATBED** trailers left on the courthouse square during festival hours.
2. You will be required to stay open all hours of the festival so plan accordingly.
3. A menu with a price list must be posted and visible to the public. Signs should be large enough (200 point font) to be seen from a distance. (Remember this is a family event so try to price accordingly.) Menu must be displayed throughout the festival. Remember this is a family event so try to price accordingly. Failure to comply will result in the vendor being closed down and escorted off Courthouse Square.
4. Vendors may only sell food items that have been approved by the North Carolina Blueberry Festival. Any other items being offered that are not approved will mean immediate termination of acceptance and vendor will be closed down and escorted off the premises. It will also negate any future invitations back to the festival.
5. If the vendor does not clean their space, the \$75 deposit will not be returned. If the fee is assessed, the vendor will not be invited back for future events.
6. Ice requested by vendors will be available to vendors as needed. Location to be determined.
7. All vendors must supply a 5lb fire extinguisher and have available on site at all times.
8. All non-profit organizations must submit a Food Vendor application along with a request for a Temporary Food Stand Permit, a diagram of the layout of their booth, and their menu. (This is a requirement even if a permit is not required) You may download the temporary Health Permit and all applicable instructions/rules/regulations on the North Carolina Blueberry Festival website.

Application Requirements:

1. All applications must be submitted to the Food Vendor Chairperson by April 2nd, 2010. All attachments must be included with application at time of submission or submission will not be considered. If additional time is required by potential vendors, approval may be granted by the North Carolina Blueberry Festival Food Vendor Chairperson.
2. You will be notified of your acceptance or denial by letter prior to May 1st, 2010.
3. A detailed menu (to include price list) of ALL items you intend to serve must be included. This will be the basis from which we choose vendors to reduce duplication. Any deviation will not be tolerated. Select items on you menu may be excluded at the discretion of the North Carolina Blueberry Festival Committee. Once vendor has been accepted , alterations to the prospective menu will not be accepted.
4. A copy of your current General and Product Liability Insurance Policy with a \$5000,00.00 limit. It also must include the North Carolina Blueberry Festival on it.
5. **TWO** checks made payable to the North Carolina Blueberry Festival: One for Registration Fee and one for Cleaning

Deposit. Application is considered incomplete without fees and will be returned to vendor.

6. Self addressed **9 x 12** stamped envelope.

7. A current photo of your booth or trailer. New applications without photo will not be considered.

8. Temporary Food Stand Permit by the Health Department. Application for Temporary food Stand Permit can be located on this website. Be sure to submit the 2010 application. Request for permit must be submitted to the Pender County Health Department with a diagram of trailer or booth set-up (does not include photo, this is a schematic drawing) to include hand wash sinks, grills, cooking equipment and refrigeration, a copy of your complete menu, and a check for \$50.00. All requests must be submitted 30 days prior to the event. Failure to do so will preclude you from participating in the 2010 North Carolina Blueberry Festival. Inspection of vendor booths will take place on Friday, June 18th, at approximately 6:00pm. Vendors must be present at time of inspection. At time of inspection, vendors must be able to produce receipts for food purchases.

PLEASE NOTE: NO FOOD PREPARATION IS ALLOWED UNTIL PERMIT IS ISSUED BY HEALTH DEPARTMENT

If you have any questions, they may be directed to Cheryl Baker at (910) 620-4475. Please forward your application to the following address:

NC Blueberry Festival Food Vendor
PO Box 1554
Burgaw, NC 28425