Dear Food Vendor:

You are invited to submit an application for the North Carolina Blueberry Festival to be held June 16, 2012 Deadline for submission is April 2nd, 2012. 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 16, 2012 Festival opens at 9 a.m., Closes at 9 p.m.;
Vendors will be assigned set-up appointments for June 15th

Location: Courthouse Square, Historic Downtown Burgaw

Fees: Application Fee is $350.00 for a standard space on the courthouse square or surrounding area. A fee of $250.00 will be required for those interested in being located at the Train Depot. 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. If vendor needs to cancel from attending the event, they must report to the NC Blueberry Festival Food Chairperson as soon as possible. There will be no refunds after acceptance to the festival. If a food vendor will be arriving later than scheduled set-up time, then they must notify the Food Vendor Chairperson as soon as possible to make proper arrangements. If the Food Vendor misses their scheduled set-up time and are not present for the Health Department Temporary Food Permit inspection then the food vendor will not be allowed to participate in the festival. Submitted application fee will not be refunded but cleaning deposit will be refunded.

Booth Space: Standard booth space is 10' across and 10' 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. Please include measurements with photo so we can set you up properly.

_____ 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.

Booth Setup: Once booth space has been approved, there may be no changes to that agreement. If vendor submits an application for a food tent, they cannot change it to a trailer, bus or camper without the NC Blueberry Festival Food Vendor Chairpersons approval or vice versa. Hence, a photo of your booth space is a critical part of the application process.

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 not be provided as in past years. It will be each vendors responsibility to get/maintain their own ice requirements.

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 220 plug _____ Other (specify)
_____ Standard 110 plug (grounded) _____ Standard 220 plug (grounded)

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. If vendor subsequently runs out of product to sell, vendor must remain in their assigned booth space until the end of the festival. Vendors and personnel may leave but booth set-up must remain until the end of the festival ie., no trailers, campers, carts, or buses will be authorized to leave the courthouse grounds prior to the end of the festival. Vendors located at the Train Depot may leave after the car show entries leave the festival. There are no exceptions. Failure to comply is a safety hazard and vendor will not be approved for future festivals.

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. Vendors must also display in plain view their space/booth location for emergency personnel.

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. All vendors MUST wear gloves while PREPARING AND SERVING food. If gloves have been contaminated by touching anything other than food then the gloves must be changed. This includes touching another part of your anatomy, dirty dishes or money.

6. 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.

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 1^{2nd} 2012. 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, 2012.

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. Once vendor has been accepted, there will not be any refund of application fees.

4. A copy of your current General and Product Liability Insurance Policy with a $500,000.00 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. Must include a Self addressed **9 x 12 STAMPED** envelope.

7. A current photo of your booth, tent or trailer. Any 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 2012 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 $75.00. All requests must be submitted 30 days prior to the event. Failure to do so will preclude you from participating in the 2012 North Carolina Blueberry Festival. Inspection of vendor booths will take place on Friday, June 14th, at approximately 6:00 pm. Vendors must be present at time of inspection. At time of inspection, vendors must be able to produce receipts for food purchases.

9. Please include completed application in its entirety along. Make sure it is signed signifying that you have read and understand all the rules and requirements.

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

If you have any questions, they may be directed to: Jacob Arthur /Mary Persons at (910) 300-6222 or Cheryl Baker at (910) 620-4475. Please forward your application to the following address:

N.C. Blueberry Festival
ATTN: Food Vendor Chairperson
P.O. Box 1554
Burgaw, NC 28425

I, _____, dated _____ have read and understand the all the above stated
(printed)
Rules an policies and I agree to adhere and follow these stated policies. I understand that failure to comply with these policies could/will prevent my participation in futures NC Blueberry Festivals.

_____

(signature)