



The North Carolina Blueberry Festival
Saturday June 21, 2008 ♦ **Historic Downtown Burgaw**
FOOD VENDOR APPLICATION

Dear Food Vendor:

You are invited to submit an application for the North Carolina Blueberry Festival to be held June 20-21, 2008. **Deadline for submission is April 4th, 2008.** 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 21, 2008; Festival opens at 9 am, closes at 9 pm;
Vendors will be assigned set-up appointments for June 20th

Location: Courthouse Square, Historic Downtown Burgaw

Fees: Application Fee is \$300.00 for a standard space. There will be no refunds after vendor has been accepted. In addition to the \$300 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.

_____ Trailer set-up, tongue is on the left with front facing out to public.
_____ Trailer set-up, tongue is on the right with front facing out to public.

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: 40lb bags will be made available for vendors the day of the festival at cost. (Price to be determined at later date.) Payment in total is payable with the pick-up of the first bag of ice.

_____ 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 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. Food vendors will be scheduled appointments for setting up their trailer/equipment. All appointments will be on Friday, June 20, 2008 between the hours of 1:00 pm and 6:00 pm. This is to avoid traffic jam and eliminate difficulty getting trailers onto the courthouse square.
2. All vendors must be set up and have all vehicles removed from the festival area on Friday evening by 8 pm and Saturday morning by 8 am. **NO VEHICLES OF ANY KIND WILL BE ALLOWED TO REMAIN ON THE COURTHOUSE SQUARE DURING FESTIVAL HOURS - NO EXCEPTIONS.**
3. You will be required to stay open all hours of the festival, so plan accordingly.
4. 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.
5. 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.
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. Ice requested by vendors will be disbursed at scheduled intervals. Schedule will be published with set-up appointments. All requested ice must be purchased by vendor and picked up by vendor.

8. All vendors must supply a 5 lb fire extinguisher and have available on site at all times.
9. 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)

Application Requirements:

1. All applications must be submitted to the Food Vendor Chairperson by April 4th, 2008. 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 April 30th, 2008.
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 your menu may be excluded at the discretion of the North Carolina Blueberry Festival Committee.
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.
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. (Request for permit attached.) Request for permit must be attached 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. The Pender County Health Department also requires a copy of your menu to include all food items and drinks being offered. The Food Vendor Chairperson will submit all permit requests to the health department 30 days prior to event. At time of inspection, vendors must be able to produce receipts for food purchase.

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:

**The NC Blueberry Festival Association
Attn: FOODS
P O Box 1554
Burgaw, NC 28425**

APPLICATIONS MUST BE RECEIVED BY APRIL 4, 2008

Applicants will be notified of acceptance or denial by April 30, 2008
If you have any questions please call: (910) 620-4475 or (910) 259-1235

The Blueberry Festival logo is the property of the North Carolina Blueberry Festival Association (NCBFA) and cannot be used without permission.