



The North Carolina Blueberry Festival Association  
 Post Office Box 1554 ♦ Burgaw, North Carolina 28425 ♦ 910-259-2007  
 info@ncblueberryfestival.com

You are invited to submit an application for the North Carolina Blueberry Festival to be held **Friday June 15<sup>th</sup> 5pm – 9pm and Saturday June 16, 2018 from 9am – 9pm** on the Courthouse Square in Downtown Burgaw, NC.  
Deadline for submission is Friday, March 9, 2018.

EMAIL \_\_\_\_\_ (all future communications will be via email.)

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT PHONE #: \_\_\_\_\_

NC SALES TAX I.D. NUMBER: \_\_\_\_\_

CERTIFICATE OF INSURANCE POLICY NUMBER: \_\_\_\_\_

(A certificate of insurance with North Carolina Blueberry Festival as additional insured required upon acceptance)

DIMENSIONS OF YOUR BOOTH SPACE: Across \_\_\_\_\_ ft. x Deep \_\_\_\_\_ ft.

Booth Fee is \$400.00 for a 10' x 10' space plus \$10 for each additional foot in any direction (Please note, if your booth is 10' across and 20' deep it is a 10' x 20' space and your fee is \$500.) This space includes tongue length of trailer, open windows and any additional cooking space or seating. There will be no refunds after vendor has been accepted. In addition to the booth fee, a \$75.00 refundable Cleaning Deposit will also be charged. Each booth will be provided electricity, water and gray water. It is your responsibility to bring everything else to operate your booth. (This fee includes booth fee for Friday night & Saturday of festival) **PLEASE NOTE: you will be responsible to contact the Pender County Environmental Health Department (910-270-5000) to submit a TFE application. Health Department has requested that All food vendors are to fill out a TFE application** (those that are exempt must fill one out but don't need to pay the \$75 fee). **June 1st is the cutoff date to submit the application. NO FOOD PREPARATION IS ALLOWED UNTIL PERMIT IS ISSUED BY HEALTH DEPARTMENT**

**Power Requirements:** Minimal power will be provided (ONE 120volt/15 amps outlet per vendor). List each appliance and the amps or watts it uses. If approve these will be the only appliances you will be allowed to use.

Appliance \_\_\_\_\_ Amps \_\_\_\_\_ Appliance \_\_\_\_\_ Amps \_\_\_\_\_

Appliance \_\_\_\_\_ Amps \_\_\_\_\_ Appliance \_\_\_\_\_ Amps \_\_\_\_\_

(Please attach additional sheets if necessary) **NO GENERATORS WILL BE ALLOWED**

**Things you need to return with this application:**

- 1) A detailed menu of all the Items you intend to serve including the prices. This will be the basis from which we choose vendors. Any deviation from your approved menu will not be allowed.
- 2) A copy of your current General and Product Liability insurance policy with a minimum \$500,000 limit.

3) Two checks made payable to: NC Blueberry Festival. One for booth fee and one for cleanup deposit.

4) A current photo of your booth or trailer if different from last year.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

**General Rules:**

1. **ALL VENDORS MUST ACCESS THE COURTHOUSE SQUARE FROM THE SOUTH SIDE OF THE SQUARE ON FREEMONT STREET.....NO JUMPING CURBS.** Set up times and instructions will be sent out the week of the festival.

2. **ALL VEHICLES MUST BE MOVED OFF OF THE STREETS SURROUNDING THE COURTHOUSE SQUARE. THERE IS DESIGNATED VENDOR PARKING AREAS. THE BLUEBERRY PICKUP LANE AND PARKING ALONG WILMINGTON STREET IS ALSO TO REMAIN CLEAR. TOWING WILL BE ENFORCED THIS YEAR.** (Initial) \_\_\_\_\_

3. Vendor booth set-up must remain until the end of the festival.

4. **A menu with a price list must be posted at least 5 foot high and displayed on the vendor unit where it is visible to the public. Signs should be large enough (200 point font) to be seen from a distance.** Menus should be **typed** and **not handwritten**. Menu must be displayed throughout the festival at price entered with application. Vendors must also display in plain view their space/booth location for emergency personnel.

5. Vendors may only sell food items that have been approved by the North Carolina Blueberry Festival. Blueberry items are encouraged. Signage must not include any items that have not been approved.

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. Unused clean up deposit checks will be destroyed and not mailed back.

7. All non-profit organizations serving food must submit a TFE Permit to the health department, (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.

**Please note: This is a RAIN OR SHINE EVENT! NO REFUNDS AFTER YOU ARE ACCEPTED!**

If you have any questions, they may be directed to Pete Pallas @ [pallasp@aol.com](mailto:pallasp@aol.com).

Please forward your application to the following address:

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

**FAILURE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH BY THE NORTH CAROLINA BLUEBERRY FESTIVAL COMMITTEE WILL RESULT IN THE VENDOR BEING EXPELLED FROM THE FESTIVAL EFFECTIVE IMMEDIATELY.**

I, \_\_\_\_\_, dated \_\_\_\_\_ have read and understand the all the above  
(Printed)

stated Rules and policies and I agree to adhere and follow these stated policies. I understand that failure to comply with these policies could/will result in immediate expulsion from the festival and prevent my participation in all future NC Blueberry Festivals.

\_\_\_\_\_  
(Signature)