



**2018 Carrboro Day Community Event
Food Vendor Application**

Event Date: Sunday, May 6th, 2018

Event Time: 1:00pm-5:00pm

Town Hall Grounds, 301 West Main St., Carrboro, NC 27510

IMPORTANT PLEASE READ THIS APPLICATION CAREFULLY. RULES WILL BE STRICTLY ENFORCED.

Space is very limited: therefore, applications will be accepted on a first-come, first-serve basis. ***Please return your Completed application (including your signature and fee) by April 1st.***

Vendor Responsibilities:

1. Must adhere to all Orange County Health Department guidelines or fees in order to receive your permit at time of set up. If for any reason a permit is not issued by the Orange County Health Inspector, you will be asked to depart from the site immediately. For permit information please contact: Environmental Health Specialist 919.245.2360 or www.co.orange.nc.us/health
2. Provide your own tables, tents, chairs, extension cords, hoses, fans, and anything else required to operate your concession.
3. Display sign or signs on your booth identifying:
1-your organization 2-items for sale, 3-menu prices
4. Operate your booth between the hours of 1:00pm-5:00pm
5. If you have an outside cooker, for safety purposes, you must provide a physical barrier to separate it from the public.
6. Under the NC Fire Prevention Code Chapter: *Public Safety Plan* Section: 906.1 and 403.2, vendors using grease or grills to prepare food must have on site a Fire Extinguisher: minimum size 2A10BC.
7. Properly dispose of any cooking oil or grease off of Town Property after the event. The festival reserves the right to limit the number of vendors selling similar food items. You may only sell menu items approved on your contract.

OUR GOAL IS TO REDUCE GARBAGE PRODUCED AT OUR FESTIVALS. WE NEED YOUR HELP TO MINIMIZE WASTE.

8. All food vendors are strongly encourage using environmentally preferred practices such as: reduced packaging, recycled and recyclable materials, paper products and sustainably produced products.
9. **NO** Styrofoam, Plastic Plates, Plastic Silverware or Plastic Cups will be allowed
10. **Booth set up will begin at 11:00am day of event.**
11. **All booths/trucks must be set up by 12:00pm and all non-food vehicles moved from the area. Vehicles are not permitted in the concession area during the celebration unless approved by festival coordinator.**
12. Booth area must be disassembled, cleaned and returned to pre-event condition by 5:00pm on Festival Day. **Please plan accordingly.**
13. We cannot guarantee that you will be assigned the same space as in previous years. However we will do our best to accommodate request.
14. Booth Spaces are 12 X 12

We appreciate your participation in the event and we wish much success. Should you have any additional questions, please do not hesitate to contact Charles Harrington at 919.918.7377 or CHarrington@townofcarrboro.org

Send application and check to:

**Carrboro Recreation and Parks Department
Attn: Charles Harrington
100 N. Greensboro Street
Carrboro, NC 27510**



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Company Name:

Contact Name:

Address:

Phone:

Email Address:

Website:

Booth/Space **with** Electrical Hookup _____ **Fee \$100.00**

** We must have your exact electrical needs in advance (see below)*

If you are using a food truck what is the length (feet) of your truck? _____

Concessions Provided (Please Check)

_____ Soft Drinks	_____ Cotton Candy	_____ Baked Goods
_____ Hot Dogs	_____ Candy Bars	_____ Hamburgers
_____ Snow Cones	_____ Fruit Bars	_____ Popcorn
_____ Ice Cream	_____ Funnel Cakes	_____ Sandwiches
_____ Kabobs	_____ Biscuits	_____ Lemonade
_____ Other (List)	_____ Other (List)	

Price Range: _____

EXACT Electrical needs: _____ none _____ yes & # of outlets _____ Type _____

List electrical equipment that will be used: _____

Other Needs or Request:

Generator use will be limited and will need prior approval from event coordinator.

CONDITIONS OF AGREEMENT

1. I understand that there are county regulations regarding food preparation at one-day events and that concession permits will be required. I acknowledge that it is my (our) responsibility to follow Orange County Health Department Guidelines and obtain the necessary permits. You can contact the Orange County Health Department at **919.245.2360**.
2. I understand that there is a **\$100.00 non-refundable application fee. Checks must be included with the application.**
3. ***Please make your check payable to the 'Town of Carrboro'.***
4. We will notify you of your booth location number upon approval of this application.
5. Collection and payment of taxes will be the responsibility of the concessionaire.

SPECIAL EVENT CONCESSION WAIVER

In consideration of the Town of Carrboro authorizing the undersigned individual, corporation or association to make use of the Town's facilities for the purpose of concession sales, during the period: **May 6th, 2018**. The undersigned hereby waives all claims against and agrees not to sue the Town of Carrboro or its officers, agents, or employees for damages resulting from injury to any person or thing resulting from or arising out of the use of the Town's facilities on the above described occasion. I further agree to indemnify and hold the Town of Carrboro, its officers, agents and employees harmless from any loss, damages, or expenses incurred by the Town as a result of any suit arising out of the activities conducted or sponsored by the listed above.

I, the undersigned have read and understand the above and I agree to follow any and all policies, conditions, and rules, and to pay all fees required in regard to the activity listed above.

Signature of Concessionaire Representative

Date