

Onslow County Parks and Recreation

Food Vendor Application

FOOD REQUIREMENTS

1. Food vendors **MUST** obtain permits from Onslow County Health Department. Food sites will be examined and must receive a permit prior to the event. Food vendors will be examined throughout the festival days. Please direct temporary food permit questions to:

Onslow County Health Department
312 College Street, Jacksonville, NC 28540
Phone: 910-938-5851

2. **All vendors must provide a Certificate of Liability Insurance upon registration with vendor application.**
 - a. Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate.
 - b. Onslow County Parks and Recreation must be listed as the Certificate Holder and as an additional insured.
 - c. Vendor must maintain its insurance at the levels set forth above through the duration of the event.
3. All food vendors must prominently display Health Department permits. Signs (minimum 18" x 24") must be displayed on the front of the booth in a highly visible spot during festival hours with all menu items and prices.
4. Vendors are only authorized to sell food items permitted by Onslow County Parks and Recreation (OCPR).
5. A **limited** number of concessions will be allowed to sell freshly squeezed juices, lemonade, and smoothies. These are accepted on a first come first serve basis.
6. Per the Current National Electric Code (NEC), all temporary wiring installations shall be provided with ground-fault circuit interrupters (GFCI). This means all available receptacles at the festival will be GFCI protected. All vendor wiring, including drop cords, should be checked for proper polarity and continuity of ground conductors. Please test all your equipment before arriving at the festival, as no exceptions will be made.
7. **Return food vendor application to Onslow County Parks & Recreation.**
8. **Return the Temporary Food Establishment application to the Health Department.**

REGULATIONS

1. Booth space is 10' wide by 15' long. If your trailer/concession requires more than 15 feet, you may purchase additional space at \$10 per foot. **Food vendors must include total space needed including tongue, canopies, counters, etc., that extend on either end of the space.** Your concession may not be longer than the length specified on the application otherwise you may not be able to set up and no refund will be given. Vendors must keep within their assigned space and not infringe upon neighbor's space, sidewalks, grass, etc. All vendors are required to supply their own tents, tables, chairs, extension cords, etc.
2. Electrical outlets are limited and are offered on a first come first serve basis. In order to ensure adequate power, you **must** provide the **TOTAL voltage and number of amps your equipment draws with this application.** Please include all types of equipment you will be using. It is strongly encouraged that you bring a generator, as a back up. Power strips are not allowed.
3. Booths must be neat in appearance and not distract from your neighbor's display. Please leave your space clean at the end of each day. Booths must be manned at all times.
4. Vendors are encouraged to bring their own garbage containers for their work area. **Do not pour grease, oil, dirty water, food debris, hot coals, or other waste on the ground, in public trash containers, or down street sewer pipes.** It is the responsibility of each vendor to handle his or her waste in a proper manner.
5. Vendors are required to handle their own NC sales tax.
6. There **will be a \$25 service charge on all returned checks and/or credit card transactions.**
7. **No refunds will be given once application is accepted.** Rejected applications will receive a full refund.

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GENERAL INFORMATION AND REQUIREMENTS

1. All applications are subject to approval by the County. The County may not approve an application for any reason it deems inappropriate, so long as any denial is not discriminatory in nature and otherwise is compliant with law.
2. (OCPR) will only allow two vendors to sell the same main entrée item (one main food item in each food area). Side dishes (e.g. fries, cole slaw) are excluded from this policy. Decisions are made on a first come first serve basis. Priority will be given to the previous year vendors upon approval of the department.
3. Space assignments are selected randomly. Special requirements and locations will be considered, but exact locations may not be guaranteed.
4. Parks and Recreation staff reserve the right to inspect vendors at any time.
5. Any vendor failing to meet all the requirements and regulations shall be subject to removal from the festival area.
6. OCPR will not be responsible for damage to personal property during this event.
7. All vendor exhibits should refrain from displaying sex, drugs, gangs, profanity, or illegal behavior.
8. The Festival will not be canceled due to rain, so please plan accordingly.
9. Information regarding space assignment, parking, and set-up/break-down times will be emailed prior to the event. In the meantime, questions should be directed to:

Katie White, Recreation Program Supervisor
Phone: 910-347-5332 Fax: 910-347-4492
Email: katelyn_white@onslowcountync.gov

10. Please keep this sheet for your records and make a copy of application page for your records.
11. Vendor represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The Vendor's operation shall be carried out in strict compliance with all Federal, State, or local laws.
12. COUNTY and Vendor agree that Vendor is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of Vendor's operations. Accordingly, Vendor shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of Vendor's activities. Taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes. Vendor, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
13. ***Onslow County Parks and Recreation Department staff members, our sponsors, or volunteers are not responsible for personal injury, damage or loss of merchandise or personal property while participating in any events. COUNTY assumes no responsibility whatsoever for any property placed by Vendor. Vendor hereby expressly releases and discharges COUNTY from any and all liabilities for any loss, injury or damages which may or do arise out of or be related to the use of the premises under this application. To the fullest extent permitted by laws and regulations, Vendor shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the actions or omissions of the Vendor or its officials, employees, or contractors. This indemnification shall survive the termination of this Contract.***
10. Application must include the following in order to be accepted.

- Completed and signed application form
- Correct booth fee
- Electrical needs information
- Complete food menu with pricing
- Pictures of booth/merchandise
- Certificate of Insurance listing Onslow County Parks and Recreation as certificate holder
- Completed health department permit application- **PLEASE SUBMIT TO HEALTH DEPARTMENT**

**Onslow County Parks and Recreation
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PLEASE PRINT OR TYPE

EVENT NAME: FREEDOM FEST – JULY 4TH, 2020

Vendor Name _____ Contact _____

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____
(Home) (Work)

Email Address _____ Mobile Phone _____

Please attach a complete list and description of your menu items. Please specify the top three main entrée items you would prefer to sell. Onslow County Parks and Recreation will only allow two vendors to sell the same main entrée item. Side dishes (e.g. fries, cole slow) are excluded from this policy. You will be notified as to which items have been approved on a first come first serve basis.

EQUIPMENT SPECIFICATIONS

Overall length: _____ Overall width: _____ Total Space Required: _____

Please list all equipment you will use and the TOTAL voltage and number of amps your equipment draws.

Equipment/Appliances Used _____

Total Voltage _____

Number of AMP _____

Please include two color photos of your booth display along with food items with this application for approval. If you would like photos returned, please enclose a self-addressed stamped envelope.

BOOTH FEES AND OTHER CHARGES

Please check the appropriate items that will best suit your needs.

- _____ 10x15 vendor space with 2 or less items \$75.00
_____ specify how many items
- _____ 10x15 vendor space with 3 or more items \$100.00
_____ specify how many items
- _____ Each additional foot \$10.00 per foot
_____ specify how many feet
- _____ Each 110v outlet \$25.00
_____ specify how many
- _____ Each 220v outlet \$25.00
_____ specify how many

TOTAL AMOUNT DUE: _____

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Once the Food Vendor Application is approved you will be notified by Onslow County Parks and Recreation staff to collect payment. You may pay by check, cash or credit card. Payment will be deposited upon receipt. **There will be a \$25 service charge on all returned checks and/or credit card transactions. No refunds will be issued, except for rejected applications.**

Accepted Forms of Payments:

- Credit Card
- Check
- Cash

The undersigned has read and agrees to abide by all the requirements and regulations, including but not limited to those regulations and requirements set forth in this application. The undersigned further agrees that all the information provided in the application is true. Failure to abide by requirements and regulations will result in rejection from festival and exclusion from future events.

Onslow County Parks and Recreation Department retains the right to refuse a vendor or remove a vendor from the event.

Signature _____ Date _____

Administrative Staff

Date Received _____

Date Paid _____

Notes _____

Completed and signed application form

____ Correct booth fee

____ Electrical needs information

____ Complete food menu with pricing

____ Pictures of booth/merchandise

____ Certificate of Insurance listing Onslow County Parks and Recreation as certificate holder