



2020 NC Seafood Festival Food Vendor Partners

The North Carolina Seafood Festival has already begun preparations for the 34th Annual NC Seafood Festival. This year you will see some changes on our streets which will add an equal flow of pedestrian traffic throughout the entire Festival.

The North Carolina Seafood Festival has partnered with the North Carolina Department of Agriculture and Seafood Division to promote our area's greatest asset; North Carolina harvested seafood. The public overwhelmingly want and ask for seafood that is caught in our waters and not from a country which may not be subject to the same regulations as the US. The public are now educating themselves to eating more natural, local products.

We are the *North Carolina Seafood Festival*.

Vendors selling North Carolina seafood would be given the following considerations:

- **First consideration on booth acceptance and placement.**
- **A “Fresh. Local. Got to be NC Seafood” bow banner that will be displayed at your booth.**
- **Your booth will be highlighted in the tabloid which will be delivered to local residents, restaurants, and businesses and available to the public at our Information Booth.**
- **Advertising and Social Media will promote the fresh seafood flags which in return will draw more people to your booth.**

If you agree to sell North Carolina harvested seafood, you will need to validate your purchase or catch with Carol Campbell at the Festival office (252-726-6273 or carol@ncseafoodfestival.org) not later than September 15th by producing a copy of your invoice, or purchase order. You may also purchase directly from local fishermen provided that they are licensed to sell directly to the public. In order to be allowed to fly the “Local Seafood” flag, you must purchase ample supply of this product to reasonably cover sales for three days. If you have questions regarding purchasing of this product, please let me know. We are working with our area wholesalers and fishermen to help all vendors find the product you desire at a reasonable price.

We have no objection with you offering a wholesaler display space within your booth for their sign if this will help you to negotiate a satisfactory price provided that receipts of purchase are provided to the Festival.

It has been proven that our attendees want to see local seafood at our Festival. We ask that you join the North Carolina Seafood Festival to help promote the best seafood that anyone can get!

Best Regards

2020 NC Seafood Festival Vendor Committee



North Carolina Seafood Festival – October 2-4, 2020

2020 Food Vendor Application

Application Deadline: May 11, 2020

Application Processing Fee - \$25.00

Temporary Food Permit Deadline: September 17, 2020

Festival Hours:

Friday	Vendor Move-in: 6:00 a.m – 8:00 am – All vehicles must be off street by 11:00 am
	Festival Open: 12:00 pm – 11:00 pm
Saturday	Festival Open: 10:00 am – 11:00 pm
Sunday	Festival Open: 11:00 am – 5:00 pm – Vehicles are allowed on street at 6:00 pm

Vendor Contact Information:

Booth Name (Give name that you would like to have listed in advertising):

Name of Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

North Carolina Sales & Use Tax or Certificate of Registration Number _____

For more information: www.dorncc.com/electronic/registration/index.html. A copy of your certificate should be submitted with your application. NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED TAX NUMBER!!!

During normal hours of operation, the Festival's main source of contact is either email or cell phone. Please make sure that the Festival's email address is allowed by your computer's security screens.

Who will be the point of contact for any emergency call during the Festival? This should be the person in town working your booth:

Name: _____

Phone Number: _____ Email: _____

Location (if known) where you will be staying during Festival: _____

Additional contact and phone number if you are unreachable: _____

Should your emergency contact change before the Festival, please call our office with the correct information. This information will be given to our overnight security for contact in the event of an emergency!

Vendor Space Requested

All food vendors must sell at least one seafood item. Only one side item per seafood entrée offered will be allowed. Example: If you sell one shrimp item, one side item such as fries may be sold. No funnel cakes or smoothie drinks are allowed.

Number Requested

Total Booth Rental Paid

_____ **# 10'x10' Non-Profit Booth @ \$315.00**

(Civic, community, church & educational organizations)

New non-profit food vendors must show documentation from the State of NC showing non-profit status. Booth must be manned and operated by members of the non-profit group.

_____ **# 10'x10' Commercial Food Booth @ \$850.00**

Limited commercial booth spaces are available

Premium Corner Booths: \$50.00

Certain locations will be designated as premium corner booth spaces. These spaces will be limited. If you would like to be considered for one of these locations, please check: Yes _____ No _____. Payment must be included with your application. Unfortunately, we may not be able to fulfill all request. Should this occur, a full refund of the \$50.00 charge will be issued.

Trailers, trucks, vans, buses, etc. must not exceed a depth of 10' including the tongue. A second booth is required if the length of the vehicle including the tongue exceeds 10' in length.

Have you been a vendor at the Seafood Festival: Yes ___ No ___ What years: _____

Describe structure you will be using such as a tent or trailer: _____

Length _____ Width _____ Height _____ Include picture of your trailer, truck, etc.

List all items you plan to sell within your booth. Items may not be changed unless agreed to by the NCSF. Be specific:

The Vendor Committee will visit all booths and retain the right to remove misrepresented items and items that were not included on your application

Electrical Needs

Do you require electrical Yes _____ No _____

1. MAXIMUM POWER PER VENDOR BOOTH IS 50 AMPS
2. Please list the types of electrical items you will be using on the application (oven, refrigerator, grill, etc.)
3. Look at the name plate rating located on each piece of equipment to determine the amperage needed for that item
4. If you have a trailer that comes with a cord, select from the list below. **It must be a ground faulted connection with a 120 volt outlet.**

Based on OSHA regulations, you must have 100 consecutive feet of grounded #12 wire extension cord with three conductors.

ELECTRICAL FEES

Number Requested

Total Electrical Paid

_____ # of 120 volt service - \$70.00

_____ # of each additional 120 volt outlets - \$35.00 each

_____ # of 220 volt circuits – 30 amp service - \$150.00 each

_____ # of 220 volt circuits – 50 amp service - \$175.00 each

_____ # of 3 or 4 wire (direct wire) service - \$175.00 each

NOTE: Because power must be shared with other participants and temporary power loss or surges are not uncommon. Proper action should be taken by the vendor to protect any sensitive equipment with surge protectors, etc. No electrical cords or lights will be provided by the NC Seafood Festival. No power strips will be allowed. For all services of 30 amps and above, a photo of your electrical plug should be included with your application. Additional instructions will be forthcoming after acceptance.

Give full description of the equipment which will require power: _____

Vendor Insurance Coverage Through Kaliff Insurance/Lloyds

All food vendors are required to carry liability coverage with a minimum amount as indicated below. Coverage can be purchased through the Festival's insurance company.

\$1,000,000 Occurrence limit for Premises and Operations & Product and Completed Operations

\$3,000,000 Products Aggregate Limit

Do you wish to purchase insurance coverage from the NC Seafood Festival? Yes___ No___

Coverage is for liability only and does not cover your property in the event of damage or theft.

Number of Booths Requested Under Coverage: _____ Each 10'x10' booth \$75.00

Name on insurance coverage: _____

Application Fee - \$25.00 _____ \$25.00 Paid by separate check

Corner Booth Space- \$50.00 + _____

Total paid for Booth Space + _____

Total paid for Electrical + _____

Total paid for Insurance + _____

Total payment = _____

***** There is a \$35.00 fee for returned checks. *****

Applications will only be considered if the following information is received:

- 1) Separate check for application fee in the amount of \$25.00
- 2) Fully completed application with payment for booth rental, electrical, insurance certificates, menus/pricing
- 3) Three photographs showing your display and food (photos will not be returned)
- 4) New vendors must submit three references and State of NC non-profit status if applicable

Additional Vendor Information:

Selection Process:

- 1) Applications will be judged by the vendor committee. First priority will be given to vendors selling NC caught seafood.
- 2) Payments for booth space, electrical, etc. will not be processed until acceptance is granted. Vendor will receive notification via email.
- 3) Unapproved vendors will receive their original payment via mail.

Security:

Vendors may leave product in their tent overnight at their own risk. Damage or loss will be the responsibility of the vendor

Restocking:

No vehicles will be allowed to enter the streets Friday after 11:00 am until vendor move out on Sunday at 6:00 pm. Vendors may hand-cart restocking items each day.

Vendor Parking:

Free parking is offered at the State Port on Saturday and Sunday only. Private lots will be available for parking for a fee.

REFUNDS: FORCE MAJEURE

Vendors will not hold the Festival participants, directors, volunteers, employees, Town of Morehead City, or Festival sponsors responsible for claims, losses, fees, damages or expense. The Festival will not refund fees due to inclement weather, government action, strikes, terrorism acts, or other matters beyond its control, including but not limited to cancellation of the festival due to a direct result of a natural or unforeseen disaster which renders the festival unable to continue, whether for safety or monetary purposes.

Each application is juried by the NC Seafood Festival Vendor Committee. All vendors will be notified of their acceptance/rejection in a timely manner. Notification will be provided in writing either by email. Checks will not be cashed until acceptance is determined.

Vendor Signature

Date

NC Seafood Festival Representative

----Office Use Only----

Date Received:

Approved _____ Denied _____ Date _____

Payment Received:

Form of Payment: Check No. _____, *Credit Card _____

*A 2% credit card processing fee will be added to your amount to cover processing charges

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Festival Food Vendor Policies & Regulations

All food vendors must move in on **Friday morning from 6:00 am – 8:00 am**. Do not attempt to move in before 6:00 am. Vehicles must be removed from the streets by 11:00 am. All vendors must receive approval from the Health Department and Fire Department before they can begin serving food.

1. Food vendors **may not** sell bottled water, carbonated drinks, funnel cakes or smoothies.
2. Each vendor has reviewed the attached information from the Town of Morehead City Fire Marshall and understands the requirements set forth. Any questions regarding the Fire Codes should be addressed to the Fire Marshall.
3. All Vendors will be required to obtain a Carteret County Health Department Temporary Food Establishment permit and follow the Health Department's hand washing facility recommendations. Contact the Health Department directly regarding any questions pertaining to their regulations. All permit payments should be sent directly to the Health Department, not the Seafood Festival.
4. Grey water barrels will be available for disposing waste water. No water is to be dumped on the ground. This includes ice melting and hand washing runoff. Disposing of oil will be the vendor's responsibility. You will be notified before the Festival of grease and grey water disposal locations. **Any vendor found dumping inappropriate material will be fined and immediately removed from Festival.**
5. Prices must be posted and visible to public. Signs should be large enough to be seen from a distance and high enough to be seen over the people waiting in line. NCSF Board of Directors will check booths after beginning of Festival and Vendor will not be allowed to operate without appropriate pricing sign.
6. Booth spaces are 10' x 10'. **No booth shall exceed 12 feet in height** – including signage. Vendors are not allowed to set anything up in front, behind, or beside the allocated space. Vendors cannot solicit sales outside their booth space. At no time will the vendor be allowed to impede the flow of traffic. Should your booth require additional space, a second booth must be purchased. Vendor must take into consideration the tongue length of their vehicle. Failure to advise the Festival of the correct length of a canteen including tongue length may result in reassigning a vendor to an alternate location or be asked to leave the grounds.
7. The NC Seafood Festival will notify the vendor of their tentative booth location at the vendor meeting in September. The NC Seafood Festival reserves the right to reassign vendor spaces throughout Festival weekend.
8. Booths may not be moved without permission from the Festival Vendor Committee.
9. Vendors are required to have their booths open until dusk on Friday and Saturday. We welcome you to stay open until closing at 11:00 pm, but you will need to bring your lighting and purchase electrical outlets from the Festival.
10. **The Festival goes on rain, shine and wind.** We are at the Coast – be prepared for wind. You must bring adequate bucket anchors for your tent. No stakes can be driven into the pavement or ground. We suggest that you lower your tent at night to lessen the chance of wind damage overnight.
11. Vendors must bring their own tables, tents/tarps, chairs, electrical cords, and any other items needed including materials to protect your product from inclement weather.
12. Vendors are responsible for collecting and reporting their own taxes.
13. Vendor has private liability coverage for their booth or is purchasing coverage through Kaliff/Lloyds Insurance offered by the NC Seafood Festival.
14. In the event of inclement weather, you will not be allowed to remove your booth until an official decision is made to close the Festival by the Executive Director and the Board of Directors' Chairperson. However, you may choose to leave your booth until that time.
15. Only one (1) waterfront vehicle pass will be given per exhibitor – NO Exceptions
16. Power must be paid in advance. You should bring a minimum of 100 ft. consecutive # 12 wire with 3 conductors for each outlet requested. Cords need to be 3 wire and in good condition. Cords that have worn places, splices, and plugs replaced are not acceptable. **Tampering with the electrical poles/boxes/devices will result in IMMEDIATE dismissal from The North Carolina Seafood Festival with NO REFUND.**
17. If you agree to sell North Carolina harvested seafood, invoices must be provided two weeks prior to the Festival showing place of origin. Only invoices showing origin and quantities will be accepted. Vendor must order ample supply of seafood to serve through the weekend in order to qualify for a "NC Seafood Flag"

Festival Policies & Regulations Continued

- No T-shirts, bottled water, or carbonated drinks may be sold.
- No sound amplification may be used unless agreed to in writing with the NCSF not later than 14 days prior to the Festival.
- No generators will be allowed. This includes both gas and propane. Only power source allowed will be from services contracted through the Seafood Festival office.
- No raffles will be allowed on the Seafood Festival grounds. No coupons may be given out from your booth for any business not directly affiliated with your booth.
- No balloons, silly strings or pop rocks are allowed.
- Vendors cannot sublet, assign, donate or trade their space.
- Vendors will be responsible for proper disposal of water/grease at designated drop off points. Any vendor dumping inappropriate materials will be fined and immediately removed from the Festival. Vendors will be notified of drop off locations prior to the Festival.
- The North Carolina Seafood Festival, it's Board, employees, and volunteers and sponsors will not be held responsible for loss or damage before, during, or after the Festival.**

Vendors not following these guidelines will be closed immediately with no refund and no admission to future Seafood Festivals!

Name

Applicant Name

Date

Completed applications should be sent to: NCSF
412-D Evans Street
Morehead City, NC 28557
252-726-6273 (Fax) 252-726-0318

Please read the following information and make sure that you understand all regulations prior to move-in of the Festival. Failure to abide by all regulations will cause a delay with booth inspection which may prevent you from being able to serve food at Festival opening or could cause your booth to be permanently closed. Call the Fire Department at 252-726-5040 if you have any questions.

Morehead City Fire Department
4034 Arendell Street
Morehead City, NC 28557
"COMMUNITY BEFORE SELF"

To: All Vendors

The following rules shall be adhered to during setup and operation at any festival or event that is held within the City limits (including the ETJ) of Morehead City:

Propane Gas:

1. No cylinders or tanks shall be used within a tent or a building.
2. Always position cylinders and tanks so that the pressure relief valve points away from areas where points of ignition, tent openings, and where people may gather.
3. Keep cylinders in an upright position at all times. Place on firm ground or footing and secure tanks.
4. Protect and secure all gas tubing and piping from vehicle and foot traffic.
5. All tanks and cylinders must be a minimum of ten (10) feet from any ignition source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to be equipped with safety shutoff controls. Check for proper working order before using.
8. All cylinders and tanks MUST be plugged when NOT in use.
9. All cylinders and tanks shall be checked for leaks before use and after each cylinder or tank is changed. Leak checks shall be done with a soap and water solution.

Electrical:

1. Only UL listed equipment shall be used.
2. Electrical extension cords shall be grounded (with the grounding plug present) OR be "Double insulated". The cords must be in good condition, and of proper size for application being used.
3. Protect all electrical extension cords from vehicle and foot traffic. All cords shall be taped or covered to prevent tripping hazards.
4. Devices and electrical cords with "Surge protection" are encouraged for all electrical use.
5. GFCI (ground fault circuit interrupter) devices are encouraged (and may be required by the building inspector)

Fire Extinguishers:

1. ALL vendors (regardless of the nature of their booth) shall have a (minimum size) five (5) lb. ABC dry chemical extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company or if new, indicate date of purchase within the past 12 months.
2. All vendors that cook with grease or have deep fat fryers shall have a Class K fire extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.
3. All vendors involved in cooking operations (cooking with grease or have deep fat fryers) **MUST** have (BOTH) a Class "K" extinguisher and an "ABC" Class extinguisher.

General precautions:

1. All cylinders and tanks stored or used shall be chained (or otherwise secured) to prevent the falling (tip-over).
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and be placed a minimum of fifty (50) feet from any heat/ignition sources.

Tents:

1. ALL tents involved in cooking operations OR are located adjacent to cooking operations must display a flame propagation seal permanently attached to the tent fabric. Exception: Tents NOT involved in cooking operations and are located a minimum of 20 feet from adjacent tents involved in cooking operations and are exempt from the permit requirement (tents less than the minimum square footage requiring permits) will be exempt from the flame propagation requirement.
2. Canopies and Membrane structures having an area in excess of 400 square feet; Tents having an area in excess of 800 square feet (with at least one side enclosed); OR ALL tents 1800 square feet or larger shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official.
3. All tents greater than eighteen hundred (1800) square feet shall require a permit. Tents in excess of 800 square feet with one or more enclosed sides shall require a permit.
5. There shall be a minimum of five (5) feet between each tent. (All tents to include those less than seven hundred (700) square feet)

6. Means of Egress:

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure and located such that all points are 100 feet or less from an exit.

- Number. Tents, canopies, or membrane structures or a usable portion thereof shall have at least two exits and not less than the number of exits required as follows:

Occupant Load (Tent or Canopy) (Membrane Structure)	Minimum Number of Means of Egress	Minimum Width of Each Means of Egress	
10-199	2	72 inches	36 inches
200-499	3	72 inches	72 inches
500-999	4	96 inches	72 inches
1000-1999	5	120 inches	96 inches

- Exit Signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

- Exit Sign Illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.

- Means of egress illumination. Means of egress shall be illuminated with lighting having an intensity of not less than 1 foot-candle at floor level while the structure is occupied

7. Please reference the North Carolina Fire Prevention Code, chapter 24, "Tents, Canopies and other Membrane Structures".

All vendors MUST receive an approved inspection by the Fire Dept. with an inspection seal affixed on the Vendor Display Placard (issued by the NC Seafood Festival and included within the vendor packet) prior to the start of the Festival.