



2019 North Carolina Seafood Festival

October 4-6, 2019

Arts & Crafts Application

***Application Processing Fee \$25.00 - New**

***Application Processing Fee After May 1st \$50.00 - New**

Festival Hours:

Friday Vendor Move-in: 8:00 a.m – 11:00 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!

*An application processing fee is due upon submission of your application. **The application processing fee is non-refundable** and will not be applied as a credit to your booth fee if accepted. Your application will not be considered by the Vendor Committee unless all fees, and requested materials are included with the application.

Vendor Space Requested

Number Requested

Total Booth Rental Paid

_____ # 10'x10' Hand-Crafted Arts/Crafts Booth @ \$325.00

*Only arts/crafts made by the artist only will be considered hand-made. Festival reserves the right to determine if a product is hand-made or commercial. If both a handmade and a commercially produced product are sold within one booth, the vendor must apply as a commercial vendor. A photo of you making the hand-made item must be enclosed with your application.

_____ # 10'x10' Commercial Arts/Crafts Booth @ \$575.00

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.

Premium Corner Booths: \$50.00 - **NEW**

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.

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 amp and above, a photo of your electrical plug should be included with your application. No power strips will be allowed within the booth area. 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 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 10'x10' spaces requested for coverage: _____ **Each 10'x10' booth \$75.00**

Name on insurance coverage: _____

Application Processing Fee _____ **\$25.00 before May 1st, \$50.00 after May 1st**

Total paid for Booth Space + _____

Premium Corner Booth + _____

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) Fully completed application with payment for booth rental, electrical, insurance included
- 2) Three photographs showing your display and materials (photos will not be returned)
- 3) New vendors must submit three references

Additional Vendor Information:

Selection Process:

- 1) Applications will be judged by the vendor committee
- 2) Payments 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 2.9% credit card processing fee will be added to your amount to cover processing charges.**

Completed applications should be sent to: NCSF

P. O. Box 1812

Morehead City, NC 28557

252-726-6273 (Fax) 252-726-0318

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Festival Policies & Regulations

All vendors must move in on Friday morning from 8:00 am – 11:00 am. NO EXCEPTIONS! Food Vendors will be moving in between 6:00 am – 8:00 am so that their heavy vehicles can be moved by 8:00 am. If you only need a short amount of time to set-up, please wait until after 9:00 am to begin move-in. This will allow vehicles on the street to dissipate and avoid gridlock. You will be given a map showing the entry point into the Festival within the vendor packet. Board members will be stationed at each block to assist with proper location set-up. All vehicles must be off the streets by 11:00 am. Vehicles not off the streets by 11:00 am will be towed at the vendor's expense. **Vendors who attempt to move in earlier than the designated time will be escorted off Festival grounds and not allowed to return. All vendor booth fees paid will be forfeited.**

1) Vendors are encouraged to bring hand carts to transport additional product to their booth during the weekend.

2) **No booth shall exceed the length requested and approved by the Festival. 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. Vendor must take into consideration the tongue length of their vehicle. Failure to not advise the Festival of the correct length of a canteen including tongue length may result in reassigning a vendor to an alternate location or you may be asked to leave the Festival grounds.

3) 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 prior to and throughout Festival weekend.

4) Booths may not be moved without permission from the Festival Vendor Committee.

5) 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.

6) **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.

7) 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.

9) Vendors are responsible for collecting and reporting their own taxes.

10) 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.

11) Only one (1) waterfront vehicle pass will be given per exhibitor – NO Exceptions

12) 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 allowed. **Tampering with the electrical poles/boxes/devices will result in IMMEDIATE dismissal from The North Carolina Seafood Festival with NO REFUND.**

13) All vendors shall have a 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 indicate date of purchase within the past 12 months. Your booth will be inspected by the Fire Marshall to determine if you tent meets safety requirements and that your extinguisher is in good working order. Read the attached Fire Marshall's requirements to ensure you fully understand their requirements.

14) No pets, skateboards, bikes, or scooters are allowed within your booth area.

15) Vendor has private liability coverage for their booth or will purchase coverage through Kaliff/Lloyds Insurance offered by the NC Seafood Festival.

- 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!

By signing this application, you are confirming that you have read and fully understand and agree to the terms within the vendor application, will abide by the rules or risk being removed from the Festival grounds, and that you have appropriate insurance.

Name

Applicant Name

Date

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 (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 them from falling or tipping 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. Tents and membrane structures having an area in excess of 400 square feet (with at least one side enclosed OR ALL tents 700 square feet or larger) and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining *approval* and a *permit* from the fire code official.

Exceptions: Fabric canopies open on all sides which comply with all of the following:

- Individual canopies having a maximum size of 700 square feet
- The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet
- A minimum clearance of 12 feet to all structures and other tents

3. All tents greater than seven hundred (700) square feet shall have a permit issued prior to being erected.

4. Tents with sides enclosed greater than 400 square feet 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 one exit and not less than the number of exits required as follows:

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Each Means of Egress (Tent or Canopy) (Membrane Structure)	
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 will be checked for compliance prior to event and activities

All vendors MUST receive an inspection (indicating vendor is approved) by the Fire Dept. with an approved 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.