

Flotilla 2024, Swansboro, NC

Food Vendor Application

(Submission of this application does not guarantee a booth space)

Your acceptance/rejection letter and all future correspondences will be via email.

You are invited to submit an application for a space at the Swansboro Flotilla to be held November 29: 4pm-8pm. Rain date is November 30. Application requirements are listed below.

- There will be a limited number of food vendors and minimal duplication of product. Registration fee is \$100, and spaces are 10' x 10'. No power or water is provided.
- A limited number of local non-profit groups will be allowed – scout groups, sport teams, school groups, etc. The event is free for these vendors.
- **Grease barrels will not be provided – grease will need to be taken with you. Any dumping of grease is a federal crime and will be treated as such.**
- Whisper-soft generators will be allowed.

You will be responsible for contacting the Onslow County Health Department (910-938-5851) to obtain a Temporary Food Stand Permit. Please note FOOD PREPARATION IS NOT ALLOWED UNTIL A PERMIT IS ISSUED BY THE HEALTH DEPARTMENT.

Name of Organization _____

Contact Person _____ Birthdate _____

Phone _____ NC State Tax ID _____

Address _____ City _____ State _____ Zip _____

Email address _____

Spaces needed: _____

Things you need to return with this application:

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

Set up will be November 29 at 3PM. You must be set up and all vehicles must be out of the festival area on by 4PM. Vehicles will only be allowed back in when the police deem the area safe to do so. You will be required to stay open all hours of the festival. Should you have any Questions call 910-326-2600

Vendor Guidelines for the Swansboro Flotilla

- Vendor setup will begin on November 24 at 3:00pm.
- Check-In WITH YOUR VEHICLE/EQUIPMENT/TRAILER at the stage area, corner of Front and Church Streets, Swansboro. Please travel down CHURCH street and make a left turn onto Front Street.
- This is to be the **ONLY** entry into the vendor area by vendors.
- Your booth location will be verified at check in. ALL VENDORS MUST FOLLOW CHECK IN PROCEDURE.
- **Only (1) vehicle per vendor space will be permitted at VENDOR CHECK-IN and within FESTIVAL AREA at a time.**
- **Remove vehicle from Festival Area prior to setting up. All vehicles should be off the street by 4:00PM.**
- There is no designated Vendor parking area. Parking is available on side streets wherever there is not a NO Parking sign.
- Festival vendor hours 4pm-6pm. Streets will reopen after crowd leaves.
- No vehicle is allowed within festival area for breakdown until 8PM or police department has determined safety. Booths must remain open during duration of entire festival.
- Swansboro Festival is not responsible for your booth or contents within.

- In the event of inclement weather - check our phone 910-326-2600 or website www.swansborofestivals.com for update. Rain date is November 30.
- This is a family-oriented festival for spectators of all ages and exhibited work must be in keeping with this atmosphere. The Town reserves the right to remove work that violates any of the festival rules.
- You must be responsible for your own required Sales Tax ID Number processing.
- You are responsible for removal of all your trash/garbage/boxes etc. upon exit. DO NOT LEAVE ITEMS AT YOUR SPACE
- You must not extend past your 10x10 space and are not allowed to sell or promote outside of your booth.
- We do not provide tent/table/chair, etc. **OR ELECTRICITY.**
- Music in booths should be held to a minimal level and will be monitored by committee in the event of complaints.
- Restrooms are available near the town dock and the Visitor's Center.
- If you need assistance, please locate a Town employee wearing a Town shirt. A refund for medical reasons requested prior to the start date of a program may be granted at 100%, **subject to verification.**
- Non-attendance or non-participation in a festival does not entitle a vendor to a refund of the registration fee.
- If a vendor withdraws and the space can be filled by another vendor, a full refund may be granted.

NO DOGS OR ANIMALS OF ANY KIND ARE ALLOWED WITHIN FESTIVAL AREA. *We thank you for your participation at the Swansboro Festival and we look forward to being able to accept your application year after year by your support of our guidelines. Questions or Information prior to festival910-326-2600 or email dpylypiw@ci.swansboro.nc.us*

I agree to abide by all rules, regulations, and guidelines, presented by the Town of Swansboro. Violators will be subject to dismissal without refund. I agree to the liability/hold harmless statement provided. I understand that the Town of Swansboro reserves the right to deny any application, even if the applicant has participated in the show before. I understand that reasonable security will be provided, but I will not hold the Town of Swansboro, or their representatives liable for loss, damage, or injury.

Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.

Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the Festival.

Signature _____

Date _____

Items to be MAILED with application: Completed Application form, photos, copy of COI of \$1,000,000, copy of Tax Exemption letter for Non-Profits.

Applications should be mailed to: Town of Swansboro, Attn: Parks & Rec Dept., 601 W. Corbett Ave., Swansboro, NC 28584

Credit Card Payment - NOTE - 2.5% credit card fee is charged on all transactions

Check ONE _____VISA _____MASTERCARD _____DISCOVER

CARD NUMBER: _____

CVV Security Code _____

Expiration Date: Month ____ Year ____

I hereby authorize the Town of Swansboro to process my credit card for the amount due above.