

July 3 Festival, 2023, 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 submit an application for a space at the July 4 Festival to be held July 3: 5pm-10pm. The festival will be held in downtown Swansboro. Application requirements are listed below.

- There will be a limited number of food vendors and minimal duplication of product. Registration fee is \$100. There will be no refunds after you are accepted.
- Water, and gray water disposal will be the only things included with your fee. Limited access to electricity is provided on a first come/first basis in order of application receipt.
- **Grease barrels will not be provided – grease will need to taken with you. Any dumping of grease is a federal crime and will be treated as such.**
- Generators will not be allowed.
- Items to bring: Food grade water hose, three-way hose connector and back flow preventer.

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.

You will be required to have ground cover for your entire booth that extends 3 feet in front and on each side of your booth in an effort to keep the grounds clean.

Name of Organization _____ Birthdate _____

Contact Person _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email address _____ Total Length (including tongue): _____ feet

NC Sales Tax ID Number _____

Power Requirements: Minimal power may be provided. List each appliance and the amps or watts it uses. If approved, these will be the only appliances you will be allowed to use.

Appliance _____ Amps _____ Appliance _____ Amps _____

Appliance _____ Amps _____ Appliance _____ Amps _____

(Please attach additional sheets if necessary)

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.
- 3) A check made payable to: Town of Swansboro
- 4) A current photo of your booth or trailer. New applications without photos will not be considered.

Set up will be July 4 at 3PM. You must be set up and all vehicles must be out of the festival area 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

Checks should be made payable to The Town of Swansboro and Mailed to: Town of Swansboro, Attn: Parks & Rec Dept, 601 W. Corbett Avenue, Swansboro, NC 28584

Vendor Guidelines for the Swansboro July 4 Celebration

- Vendor setup will begin on July 3 at 3:00pm.
- Check In WITH YOUR VEHICLE/EQUIPMENT/TRAILER at the stage area, corner of Front and Church Streets, Swansboro. Please travel down Main Street and make a right 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 5pm-10pm.
- No vehicle is allowed within festival area for breakdown until after fireworks and street dance have ended and 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. The festival will only be cancelled in the case of a state of emergency. No refunds or credits will be given.
- This is a family-oriented festival for spectators of all ages and exhibited work must be in keeping with this atmosphere. The committee 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
- We do not refund booth fees as stated in your application due to weather related conditions or cancellation on your part.
- You must not extend past your space and are not allowed to sell or promote outside of your booth.
- We do not provide tent/table/chair, etc. **ELECTRICITY is provided on a first come/first served basis in order of application receipt and is not guaranteed.**
- 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 Festival volunteer wearing bright yellow shirt or come to Information Booth located on corner of Main St. and Front St.

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 Email: dpypiw@ci.swansboro.nc.us*

Credit Card Payment: *Note: a 2.5% Credit Card processing fee will be added to this transaction.*

Check ONE _____VISA _____MASTERCARD _____DISCOVER

CARD NUMBER: _____

CVV Security Code _____

Expiration Date: Month _____ Year _____

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, check or money order for total fee due OR credit card info, photos, copy of COI of \$1,000,000.