

# 2010 FOOD VENDOR APPLICATION



## **Festival Date & Hours**

**Saturday, April 10, 2010**  
**10am until 7pm**

**Uptown Greenville**  
**North Carolina**

**6am – 9:00am Food Vendor Set-Up**  
Vehicles must be out of festival site by 9:00am

**Early applications due by**  
**December 5, 2009**

**All Vendor Applications and fees must**  
**be postmarked by March 6, 2010**

## **WHAT'S PIRATEFEST?**

A large outdoor celebration offering fun, food, art, and entertainment for everybody!

**JURIED FINE ARTS AREA** will showcase beautiful one-of-a-kind art available from more than 60 exhibiting artists including mediums of all types – pottery, jewelry, wood, painting, and more! Bring your doubloons!

**BLACKBEARD'S MARKET** will offer a variety of goods to plunder, and lots of grub and grog to satisfy your taste buds' fancy. You'll want to be on the lookout for roving pirates who might sing you a chantey or challenge you to a sword fight.

Enjoy a day full of music at the **BUCCANEER BASH STAGE** as well as beer, wine, and other refreshments in the nearby **GROG GARDEN**

**LITTLE PIRATE'S PAVILION** will offer tons of fun for families! Enjoy a variety of activities, blown up pirate ships and more, plus the School of Pirate!

**ROVING PIRATE ENTERTAINERS** and visiting Pirate groups will be with us during the day, sharing their artistry in the form of song, storytelling, swordplay and dress. Though some of them are scheduled to perform at the festival's soundstages, much of their time will be spent roaming the streets of Greenville, and interacting with our guests! Bring your camera! They love to have their picture taken!

Fabulous music, food, and attractions from nations around the globe will be featured in a large component of the PirateFest, known as **THE PORT O' CALL**.



# 2010 FOOD VENDOR APPLICATION

**CONTACT INFORMATION:**

Name \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Website Address \_\_\_\_\_  
 Most recent year you had a booth at PirateFest \_\_\_\_\_

**PRICE RANGE OF ITEMS SOLD: \$ \_\_\_\_\_ TO \$ \_\_\_\_\_**

**Publicity information:**

To have the ability to best describe our vendors and craftspeople in printed media and publicity, we request that you write two or more sentences about yourself and your work. Also, please provide a brief description (six words or less) of the items to be sold at your booth (i.e., pirate fashions, hand-crafted goods, etc).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The PirateFest Committee reserves the right to deny any application.

**GENERAL RELEASE & LIABILITY WAIVER**

The PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville assumes no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges the PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville of any and all claims and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by the PirateFest. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images, slides, and information herein submitted to PirateFest for publicity (both electronic and print usage) and documentation. I also hereby affirm that all items to be sold and exhibited in my booth space will be handcrafted by me. I have read and understand all information in this application and I agree to comply with all PirateFest rules and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOOD VENDOR APPLICATION****APPLICATION & BOOTH FEES** Booth Spaces are 18'x12'

(Please note - All checks will be deposited upon receipt. Refund checks will be issued for those vendors not accepted for PirateFest 2010.)

- Single Booth Space (If you apply by Dec. 5<sup>th</sup> - \$125 / If you apply after Dec. 5<sup>th</sup> - \$150) \_\_\_\_\_
  - Double Booth Space (If you apply by Dec. 5<sup>th</sup> - \$240 / If you apply after Dec. 5<sup>th</sup> - \$265) \_\_\_\_\_
  - Non-Profit Booth (If you apply by Dec. 5<sup>th</sup> - \$60 / If you apply after Dec. 5<sup>th</sup> - \$75) \_\_\_\_\_
- Electricity 100v-20-amp outlet (Vendor must provide 100+ extension cord)
- One Outlet \$50 - 100V-20 amp outlet \_\_\_\_\_
  - Two Outlets \$75 - 100V-20 amp outlet \_\_\_\_\_
  - Corner Booth Space Fee - Additional \$30 (limited availability!) \_\_\_\_\_
  - Complete the Pitt County Temporary Food Vendor Permit and return with a \$75 to Pit County.

**TOTAL ENCLOSED \$ \_\_\_\_\_**

# RULES & REGULATIONS

**PirateFest 2010 will take place  
Saturday, April 10, 2010!**

## ALL APPLICANTS

### APPLICATIONS & FEES

\* Please note – All checks will be deposited upon receipt. Refund checks will be issued for those vendors not accepted for PirateFest 2010.  
\* Checks returned for insufficient funds are subject to a \$50.00 handling fee.

### SELECTION & NOTIFICATION

**Early Notification:** Notification is sent to selected vendors applying before the early deadline date of December 5<sup>th</sup> via email and mail after January 1<sup>st</sup>, 2010.

**Final Deadline:** All applications are due by March 6<sup>th</sup>, 2010. Notification will be sent to selected vendors by March 18<sup>th</sup>, 2010 via email and mail.

A list of accepted vendors is available on our Web site, [www.piratefestnc.com](http://www.piratefestnc.com) after this date. Selection is by jury only. The decisions of the jury are final. Email [heather@pittcountyararts.org](mailto:heather@pittcountyararts.org) to be added to our artist email and mailing list

### FESTIVAL SITE

**Display Surface** Concrete pavement

#### Display Size

18'x12' Food Vendor Booth Spaces (overall size)

**Attendance Figures from previous years:** 20,000  
• PirateFest 2010 will be located along the streets in Uptown Greenville, North Carolina. The festival runs along Evans Street from 5<sup>th</sup> Street to 1<sup>st</sup> Street and onto Town Common near the river.

- This one-day outdoor festival takes place on a paved surface which prohibits anchoring any supports into the ground.
- Please plan to have appropriate weights for your display, in the event of wind.
- Limited water is available to vendor booths (with the exception of Food Vendors).
- \* Electricity is available on a limited basis for an additional fee.
- Vendors will be asked to keep all noise (including radios, background music, played instruments, etc.) at an absolute minimum in consideration of other artists and patrons.
- Overnight security is not provided.

### REFUND POLICY

We understand that circumstance may require accepted PirateFest vendors to withdrawal from the festival after being accepted. Vendors will be refunded their booth fees (minus a \$30 processing fee) if you notify the Pitt County Arts Council at Emerge in writing by February 20, 2010. After this date, no refunds will be given. Application fees are non-refundable.

### SALES TAX

PirateFest sponsors receive no commission on sales. Each vendor is responsible for the collection of North Carolina sales tax during the festival. To apply for a Sales Tax and Use Tax Account Number visit [www.dor.state.nc.us](http://www.dor.state.nc.us) and chose form NC-BR. For additional information about North Carolina sales tax, please contact the NC Department of Revenue at 1-877-252-3052.

## GENERAL SALE REQUIREMENTS

\* All merchandise must be visibly priced. Distribution of literature or samples must be related to exhibit.

\* The East Carolina University name, official trademarks or any representation of the university on merchandise must be approved through the university's licensing office. Only officially licensed products of the university will be permitted with approval by the university or its licensing agency, The Collegiate Licensing Company.

### RAINOUT PROCEDURE

**PirateFest is a rain or shine event! There is no rain date!** Artists should be prepared to set up and exhibit in the case of light rain. In the event of heavy rain or inclement weather, the PirateFest Committee will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. No refunds are given in the event that the festival is canceled due to inclement weather or in the event that an artist decides not to participate. Should an artist decide to pack up or leave prior to the end of the festival has been declared, that artist may jeopardize future participation in PirateFest.

### CALENDAR

- Early Application Deadline – Postmarked by December 5<sup>th</sup>, 2009.
- \* Final Application Deadline – Postmarked by March 6<sup>th</sup>, 2010.
- Early Notification of Vendors applying by Dec. 5<sup>th</sup>, 2009 mailed and emailed after – January 1<sup>st</sup>, 2010.
- \* Notification mailed & emailed to accepted vendors applying after Dec. 5<sup>th</sup> – after March 10<sup>th</sup>, 2010.
- Vendors will be refunded booth fees (less a \$30 processing fee) if you notify Uptown Greenville in writing by February 20, 2010. After this date, no refunds will be given. Application fees are non-refundable. No refunds will be given for cancellations after February 20, 2010. No exceptions.
- Festival information (including booth space assignments) packet mailed out by the first of April.
- Food Vendor Load-In and Setup – Saturday, April 10<sup>th</sup> 6am until 9:00am (Streets must be cleared and vehicles removed from the area by 9:00am)
- Festival Date – Saturday, April 10<sup>th</sup> 10am until 7pm

**PIRATEFEST 2010  
IS SATURDAY,  
APRIL 10!  
MARK YOUR  
CALENDARS!**

## FOOD VENDORS

Non-returnable photo(s) of all items that will be sold must accompany the application. Food vendors are required to complete and return with festival application, a Health Department application and a menu. Vendors must pass inspection by the Health Department.

\*Prepackaged foods require a commercial application. This includes, but is not limited to, bottle sauces, canned jams, jellies, condiments, candies, and/or prepared baked goods or other prepackaged foods. Vendors must submit documentation that such foods were prepared in a permitted licensed kitchen.

\*Vendors are required to submit a complete list of every food item and the price that will be charged for each.

\*Menu/price list of sale items must be posted (minimum 18"x24") on the front of the concession listing the prices of all items being sold. Vendors will not be allowed to deviate from the menus submitted to PirateFest Committee.

\*All booth spaces are located in the street along the curb and 18' L x 12' W.

\*Raffles, drawings, and contests must be pre-approved by the PirateFest Committee.

\*Vendors must supply their own table, chairs, and tent canopy. Set-up must be professional in appearance. Preference given to vendors who use the "Pirate" theme for their booth, and attire.

\*Food concessions are prohibited from selling bottled water or canned beverages (carbonated or otherwise) with the exception of un-canned tea or coffee. A limited number of concessionaires will be permitted to sell fresh squeezed fruit juices on a first come, first serve basis.

\*Non-profit organizations must have an IRS Tax Exempt 501(C) (3) status and may be required to submit documentation.

\*Students must be full-time to receive the student rate and may be required to submit documentation.

\*Fees and application must be received by 03/06/2010

\*Vendors will have their booth space assigned on a first come, first served basis, and where appropriate.

\*Vendors must remain in place until the end of the festival.

\*Checks returned for insufficient funds are subject to a \$50.00 handling fee.

\* Space Assignments, parking information, etc. will be mailed to vendors in late March.

\*Fee is refundable (less than \$30 processing fee) if written cancellation notice is received by Feb. 20<sup>th</sup>, 2010. No Exceptions.

### MAIL ALL FEES TO:

**Attn PirateFest  
Uptown Greenville  
P.O. Box 92  
Greenville, NC 27835**



1717 W 5<sup>th</sup> Street     Greenville, NC 27834     252-902-3206

To : Vendors

From : Pitt County Environmental Health Division

Date : September 11, 2009

Subject: Temporary Food Permits

In order to protect, promote and assure the health of the people of Pitt County, Pitt County Environmental Health requires that all vendors and organizers apply for a temporary food stand permit. Vendors must contact Pitt County Environmental Health and submit a completed application along with payment of fee at least 10 days prior to an event. Vendors must be permitted by Pitt County Environmental Health before the event and before the sale of food to the public can occur.

All vendors are responsible for submitting their application and permit fee to our office prior to an event. The application and fee must be completed before permits will be issued. Denial of a permit means that no food (except packaged goods) can be sold to the public by that vendor. Vendors for non-profit organizations such as churches must provide their tax exempt number or other documentation that shows their exempt status. Please contact our office if you need assistance obtaining this number.

Effective October 1, 2009 there is a \$75 permit fee that must be paid at the time of application. The permit will be issued to the vendors at the arranged time between the organizer and the Environmental Health Specialist. Please read the items in this packet carefully. Included are requests for menus, food sources (example: from a permitted facility), equipment to be used, and layout of vendor space. If food is to be catered in, documentation must be provided as to where the food is coming from. Also included is a vendor checklist. It is the responsibility of the vendor to make sure that the checklist is complete and his/her facility is ready to be permitted.

Thank you in advance for your cooperation and good luck with your event!

Pitt County Environmental Health



1717 W 5<sup>th</sup> Street    Greenville, NC 27834    252-902-3206

## Temporary Food Service Vendor Application

This application is required to be completed by all food vendors who intend to sell food to the public at an event where a permit is required. This application must be submitted with the requested information **at least 10 days prior to the event**. The Division of Environmental Health does reserve the right to deny any permit request and to limit the menu specified on the vendor application. **\*\*Effective October 1 2009, there is a \$75 vendor permit fee that must be paid in advance of the event.**

### Event Information

Name of the Event: PirateFest

Event Coordinator: Uptown Greenville

Location of Event: Evans Street between 5<sup>th</sup> & 1<sup>st</sup> in Uptown Greenville District

Date and estimated time of set up: Saturday, April 10 – 6:00 AM

Date that food sales will begin: Saturday, April 10

Length of Event: Set-up and initial sales = 4 hours, Actual Event = 9 hours (10 am – 7 pm)

### Vendor Information

Organization/Business

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Alt #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

Pitt County Environmental Health does reserve the right to limit menu items of potentially hazardous foods at temporary food service events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



1717 W 5<sup>th</sup> Street    Greenville, NC 27834    252-902-3206

## ***Temporary Food Service Vendor Application***

Please list the equipment that will be used: (deep fryers, woks, stove, flat top grill).

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Please list how food will be held at 45 F or below and or 140 F and above (i.e. coolers, refrigerators, hot holding equipment).

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### **If you are permitted Mobile Food Unit:**

Name on Permit: \_\_\_\_\_

Name of business: \_\_\_\_\_

County who issued permit: \_\_\_\_\_

Please provide layout of vendor space in box below. Please check one of the following you will be using: \_\_\_\_\_ tent (please indicate size and quantity) \_\_\_\_\_ enclosed trailer.

Please attach a menu with the foods listed below. Please provide all sources of any shellfish or seafood that will be served. If food is to be catered from a permitted facility, please provide method of transport and documentation from facility about what will be served.

**Please contact Pitt County Environmental Health (252) 902-3206.**



1717 W 5<sup>th</sup> Street    Greenville, NC 27834    252-902-3206

## Temporary Food Stand Rules

These conditions must be met to obtain a food-handling permit:

- Food from approved sources and identified.
- Clean location and equipment
- Food covered and protected (barrier to shield food from the public)
- Utensils and equipment protected (clean and covered)
- Effective measures taken for fly control (example, fly fans, screens)
- Potable running water under pressure
- Ability to heat water
- Utensil sink with drain boards or counter space large enough to accommodate largest utensil
- Approved employee hand-washing facility w/soap and sanitary towels.
- Refrigeration capable of holding food at 45° F or below. Hot holding units capable of holding food 140° F
- Properly mixed sanitizer (50ppm) in a labeled spray bottle
- Sanitizer test strips
- Metal stem thermometer (0° F- 220° F)
- Approved garbage, grease, and gray water disposal
- Only single service is to be used
- Food-grade hose for approved drinking and water connections

Vendors must comply with the rules and regulations of 15A NCAC 18A .2635 of “Rules Governing Food Service Establishments”. Failure to meet requirements will result in denial of a permit. For further information contact Pitt Co. Environmental Health at 902-3229.