

Better Badin, Inc
2011 Best of Badin Festival Vendor Application

www.betterbadin.org
www.bestofbadinfestival.com

February 3, 2011

Dear Vendor:

Thank you for your interest in the 2011 Best of Badin Festival scheduled for Friday, September 16th, and Saturday, September 17th, 2011. Festival hours will be on Friday from 3:00PM to 10:00PM. Hours on Saturday will be from 9:00AM to 9:00PM. We are excited about our 17th annual Best of Badin Festival and look forward to a fun, safe and profitable weekend for all.

Enclosed with this letter you will find the following vendor package information:

**1) Vendor Rules 2) Insurance Form 3) Application
4) Temporary Food Stand Checklist 5) Fire Code Requirements.**

Please read all of this information carefully for requirements and changes.

The deadline for booth applications is **August 20, 2011**. Applications postmarked after August 20 must include a \$50.00 late fee. Booth space is limited and applications will be reviewed as they are received provided all appropriate fees and materials are included. **We will not be able to hold booth space for incomplete or late applications.**

We limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, therefore the prompt return of your application and paperwork is appreciated. Confirmation of acceptance and any additional information you will need to participate in the festival will be mailed by the end of August.

Checklist of items to be returned to the Best of Badin Festival: (please make a copy for your records)

- _____ Signed copy of the Vendor Rules
- _____ Insurance Form with Liability Insurance Certificate
(required for Food and Commercial vendors)
- _____ Completed Vendor Application Form
- _____ Signed Temporary Food Stand Evaluation Checklist for Food Vendors
- _____ Signed Fire Code checklist for all Vendors
- _____ Mark electrical requirements (if needed)
- _____ Photo of display (if possible)

All fees (Pay by cashier check or money order only, payable to Better Badin, Inc.)
and mail to PO Box 516, Badin NC 28009.

Best of Badin Festival Vendor Application

September 16th and 17th, 2011

(Application Deadline: August 20, 2011)

Business Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Daytime Telephone _____ Cellphone _____

Email Address _____

Website Address (if applicable) _____

Commercial Vendor

List major items for sale or display

1. _____
2. _____
3. _____
4. _____

No knives, mock guns, pop rocks, play cigarettes, etc.

Food Vendor

List major menu items

1. _____
2. _____
3. _____
4. _____

Tax-Exempt ID# _____

Arts & Crafts Vendor

List sample of items for sale (handmade)

1. _____
2. _____
3. _____

Church/Civic Vendor

Description of information or service you will be offering

1. _____
2. _____
3. _____

FEES

Space size is 10' X 15' including tongue of trailer

Commercial	(# of spaces) _____	X	\$150= \$ _____
Food	(# of spaces) _____	X	\$250= \$ _____
Arts & Crafts	(# of spaces) _____	X	\$60 = \$ _____
Civic/Church	(# of spaces) _____	X	\$60 = \$ _____

Size of Trailer plus tongue _____ -- longer than 15' will be \$10.00 per foot

of extra feet needed _____ X \$10 = \$ _____

Number of **120Volt/20amp circuits** needed _____ X \$25 = \$ _____

Number of **240Volt/50amp circuits** needed _____ X \$50 = \$ _____

Late Fee (Add \$50 if postmarked after August 20th) \$ _____

Total Enclosed \$ _____

The following items must be included with your application:

- _____ Insurance Certificate or fee (Food Vendors must have their own insurance)
- _____ Signed copy of Vendor Rules _____ # of 120volt/20amp circuits needed
- _____ Signed copy of Fire Code Requirements _____ # of 240volt/50amp circuits needed
- _____ Signed copy of Temporary Food Stand Checklist _____ Photo of display (if possible)
- _____ All fees (**cashiers check or money order**) Payable to:
Better Badin, Inc. PO Box 516, Badin, NC 28009

2011 Best of Badin Festival Vendor Rules

FESTIVAL HOURS: The 2011 festival will operate from 3:00PM to 10:00PM on Friday and from 9:00AM to 9:00PM on Saturday. Booths are required to stay open during all festival hours. **NO VENDORS** will be allowed to breakdown and physically leave the festival area prior to closing on either day unless approved by Better Badin personnel. Exhibitors are responsible for setting up and dismantling their own booths in the designated area. No vehicles (except emergency) will be allowed inside the festival area during open festival hours.

VENDOR CHECKIN: Please report to the parking lot directly across from Alcoa at the intersection of Highway 740 and Falls Road. You will be met by a Vendor Committee representative at your arrival to show you your designated space.

SETUP TIMES:

Thursday, September 16th: 5:00PM to 8:30PM

Friday, September 17th: 7:00AM to 1:00PM

(Food vendors must be set up by Noon for Health Department Inspection)

Saturday, September 17th: 6:00AM to *8:00 AM

SAFETY: Festival safety is critical to all of us!!!! It is important that we all work together to have a safe and fun Best of Badin Festival. The Stanly County Fire Marshal will inspect all vendor booths for compliance with the North Carolina Fire Prevention Code. Please review the Fire Code Requirements included in your vendor information package. **No vendor will be allowed to sell knives, mock guns, pop rocks, silly string play cigarettes, inappropriate adult materials, etc.** The Best of Badin Festival reserves the right to ask a vendor to discontinue the sale of inappropriate items on the days of the festival. Food Vendors will be inspected on Friday between 12:00PM and 2:00PM by a representative of the Stanly County Health Department and must comply with all requirements to receive a Food Handling Permit. Best of Badin Festival is not responsible or liable for the failure of any vendor to comply with those requirements and **fees will not be refunded for failure to pass these inspections.**

UNLOADING: Unload your vehicle at your space and immediately move your vehicle to the designated parking lot for vendors. Then return to your booth for set up. Do not leave your vehicle parked in the street while you set up, this blocks vendors behind you who are trying to unload. Bring as few vehicles as possible into the festival area. Your cooperation is appreciated in advance.

PARTICIPANTS: Only those who complete a Vendor Application, pay their fees, provide a Certificate of Insurance and receive approval by the Best of Badin Festival Committee will be allowed to display and sell. **Food Vendors must receive the Health Department Permit. ALL Vendors will be inspected by the Fire Marshal and are required to have a fire extinguisher. See the Fire Code Requirements for specific information.**

BOOTH SPACE: Booth spaces are 10' X 15' including towing tongue — note on Vendor Application if more space is required. No tables, chairs, electrical cords, etc. will be provided. Booths can not obstruct nor interfere with other booths. Spaces are assigned by the Best of Badin Committee. There is no guarantee of receiving a particular or requested booth location.

POWER: 120volt 20 amp electricity is available for an additional fee and must be completed on your Vendor Application. A limited amount of 240volt 50amp electricity services are available for food vendors. This must be noted on your Vendor Application. **If you do not list any power requirements we cannot provide availability after you arrive. If a fan is needed in your booth, electricity must be requested on the application form along with fee.**

VENDOR CONDUCT: It is the desire of the Best of Badin Festival Committee for all festival vendors and participants to have an enjoyable day. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with the festival goers and fellow vendors. Aggressive and inappropriate conduct and/or contact with festival goers or fellow vendors will be addressed by representatives of the Best of Badin Committee and the Badin Police Department if necessary. Vendors failing to modify their conduct or behavior will be asked to shut down their booth and return at the close of the festival to pack their belongings.

APPLICATION DEADLINE: Deadline for all applications is August 20, 2011. Those applications postmarked after August 20th must add a \$50 late fee. Fees are non-refundable.

The Best of Badin Festival Committee and the Town of Badin are not liable for damages, injury or loss to any person or goods from any cause whatsoever. Best of Badin Festival Committee or the Town of Badin cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The Festival Committee reserves the right to approve all foods and will limit the number and types of food and vendor offerings at the festival. All decisions of the Festival Committee will be final.

Be sure to review the checklist at the bottom of the Vendor letter before mailing.

Only those who have completed the requirements will be allowed to participate in the Best of Badin Festival. You will receive a confirmation packet with instructions about the festival area.

My signature verifies that I have read and understand the agreement of participation:

(Make a copy of this signed document for your records)

Print Name

Signature

Date

Best of Badin Festival

Participant Insurability Form *For Food and Commercial Vendors only*

The Best of Badin Festival requires that all Food and Commercial Vendors have insurance coverage.

Food Vendors: You must **attach a copy** of your insurance coverage to participate in the festival.

Please complete this form and attach a copy of your current Certificate of Liability Insurance from your insurance company. Return this with the remainder of your vendor application information.

Commercial Vendors: Please complete this form and attach a copy of your current Certificate of Liability Insurance. Complete this form and return with the remainder of your vendor application information.

____ Check here if you are a Food or Commercial Vendor with your own coverage. Attach your Certificate of Liability Insurance

***** (Food and Commercial Vendors must have their own insurance)**

Name of Vendor

Name of Insurance Company/Representative

Insurance Company Address Insurance Company Phone Number

Policy Number

Print Name

Signature

Date

Note: This information must accompany your application in order for you to be considered for participation in the Best of Badin Festival.

Application deadline is August 20, 2011

Best of Badin Festival Fire Code Requirements

You must fulfill these requirements by order of the Stanly County Fire Marshal in accordance with the North Carolina Fire Prevention Code

1. An obstructed fire access road shall have a width of no less than 20 feet.
2. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles.
3. All vendors shall have a B: C fire extinguisher.
4. **All Food Vendors using cooking equipment involving grease, vegetable oil or animal oils and fats must have both a B: C and a Class K portable fire extinguisher.**
5. All tents, canopies and tarps shall be composed of flame resistant material or shall be treated with a flame retardant in an approved manner and be labeled or certified as such. **Check your labels.**
6. All compressed gas containers, cylinders and tanks shall be secured to prevent falling.

Call the Stanly County Fire Marshall at 704-986-3650 for further information.

I have read the above and am prepared to comply with all requirements. I understand that my booth will be inspected by the Stanly County Fire Marshal and that if I am not allowed to participate in the Best of Badin Festival, there will be NO refund of my Vendor fees.

Please make a copy of this signed document for your records

Print Name

Signature

Date

**Best of Badin Festival
Temporary Food Stand Evaluation Checklist**

You must fulfill these requirements to obtain your food-handling permit.

1. Not-for-profit groups Tax-Exempt ID# _____

(Church, civic, scouts, school groups, etc. must have a Tax-Exempt ID number to serve food at the Festival, and such groups are exempt from the requirements stated below)

2. Commercial food vendors must fulfill all requirements of the Checklist:

- _____ Food from approved sources and identified (No home-canned food)
- _____ Food covered and protected (Barrier to protect food from public)
- _____ Refrigeration: 45 degrees F or less with accurate thermometer
- _____ Utensils and equipment protected (clean and covered)
- _____ Single-service item (cups, forks, etc.) properly stored
- _____ Single-cup dispensers or original packaging (plastic sleeve)
- _____ Clean location and equipment
- _____ Metal stem-type food thermometer (0-220 degrees F)
- _____ Properly mixed sanitizer (50 to 100ppm chlorine) in a labeled spray bottle for use on all clean food-contact surfaces
- _____ Approved food-grade hose for potable water connections (NSF labeled)
- _____ Effective measures taken for fly, dust control (fans, screens)
- _____ Tight fitting lids on all garbage cans

This list may not be all inclusive, prospective vendors must call the Stanly County Health Department at 704-982-9171 for a complete list of requirements and for inspection for the Festival.

Be prepared to discuss with the Health Department Representative 1) Will other food preparation locations on or off festival grounds be used? 2) Is there adequate refrigeration? 3) How and where will food be thawed? 4) How will food be cooked? 5) What is your method for holding food, either hot or cold or both?

Food Vendor inspections will take place on Friday, September 17th, between the hours of 12:00AM and 2:00PM. Food-Handling Permits will be granted following the successful inspection by the Stanly County Health Department

I have read the above checklist and am prepared to comply with all requirements. I understand that if I am not allowed to serve food at the Best of Badin Festival, there will be NO refund of my Vendor Fees.

Please make a copy of this signed document for your records

_____ I have called the Stanly County Health Department at 704-982-9171 for all requirements for obtaining a food-handling permit for the Best of Badin Festival.

Print Name and Signature

Date