

26th Annual North Carolina Seafood Festival
October 5-7, 2012
On the Waterfront, Morehead City



ART/CRAFT BOOTHS
NON-PROFIT/COMMERCIAL FOOD VENDORS
4 STAGES OF LIVE ENTERTAINMENT - RIDES
COOKING WITH THE CHEFS TENT
EDUCATION EXHIBITS
SHIP TOURS – BOAT SHOW
SPORTING EVENTS
FIREWORKS
AND SEAFOOD, SEAFOOD, SEAFOOD

ADMISSION FREE TO THE PUBLIC

The NCSF is a not for profit organization. The purpose of the NCSF is to:

- PROMOTE** NC seafood by noting the importance of this natural resource to our citizens and their social and economic welfare;
- EDUCATE** about seafood and its importance to the economy of NC;
- PUBLICIZE** the wide variety of seafood indigenous to North Carolina and to provide the opportunity for people to enjoy and learn about North Carolina seafood;
- PROMOTE** tourism and recreational opportunities available in eastern NC during the non-summer months;
- ESTABLISH** a scholarship program for young people to pursue an education in a marine science related field;
- PROVIDE** the opportunity for non-profit, civic, church and educational organizations to raise funds through participation in the NC Seafood Festival.

NCSF
P. O. BOX 1812
412-D Evans Street
MOREHEAD CITY, NC 28557
(252) 726-6273
www.ncseafoodfestival.org

ALL ITEMS SOLD MUST “FIT THE ATMOSPHERE OF THE FESTIVAL”



North Carolina Seafood Festival

2012

Arts/Crafts, Food, & Wine Vendor Application

Vendors will be open on Friday!

2012 Festival Dates & Hours

Friday, October 5 - 7:00 am – 11:00 am – Vendor Move-in
12:00 pm – 11:00 pm – Festival Open
Saturday, October 6 - 10:00 am – 11:00 pm – Festival Open
Sunday, October 7 - 11:00 am – 5:00 pm – Festival Open
5:15 pm – Move-out

Important Dates

April 2 – Early Bird Deadline – Get your application in early ... We sell out quickly!
June 1 – Deadline for applications & deadline for cancellation (\$50.00 cancellation fee applies)
August – Vendor meeting/packets go out

Application Checklist – All materials must be submitted in order to be considered for the 2012 Festival

1. Fully completed application
2. Photos
3. Payment in full for booth space/electrical needs
4. Food Vendors:
 1. List of food and beverage items to be sold with prices
 2. Document from State of NC regarding non-profit status – if applicable
 3. All new vendors must include at least 3 references including contact name, address and phone number.

Vendor Information at a glance

- 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 or hard copy.
- Checks will not be cashed until acceptance is determined.
- Vendors may cancel their booth until June 1, 2012. A \$50.00 cancellation fee will be charged. All cancellations after June 1st will be **non-refundable**.
- A vendor meeting will be held on Thursday, August 23rd at 6:00 pm at the Crystal Coast Civic Center in Morehead City to review the map and discuss Festival procedures. Packets will be given out at this meeting. Vendors unable to attend will have their packets mailed the next day.
- Only one (1) vehicle pass will be given per exhibitor.
- No bottled water, carbonated drinks, t-shirts, smoothies or funnel cakes may be sold.
- No generators will be allowed within the Festival grounds. Include on your application your electrical requirements. Any vendor caught plugging into the Festival's electrical system without proof of payment may be asked to leave the Festival.

Vendor Categories

Non-Profit Food Vendors – (Civic, community, church & educational organizations)

1. Must submit documentation through State of NC showing non-profit status
2. Booth must be manned and operated by the non-profit group members. You can not hire or arrange services of a for-profit organization to manage this space.
3. All for-profit organizations must apply under the Commercial Food Vendor status.
4. Menus must accompany application. Only items listed with application can be served unless approved in writing 45 days (August 15th) prior to the Festival.
5. Only one (1) side item can be served per seafood entrée offered. A side item is considered as a vegetable, potato, etc. **NO FUNNEL CAKES OR SMOOTHIE DRINKS ARE ALLOWED!**
6. **All food vendors must obtain a Temporary Food Establishment Application** and must be in compliance with the Carteret County Health Department. See Carteret County Health Department downloads.
7. **This is a seafood festival. No food vendor will be allowed unless seafood items are sold!**

FEE: \$305.00 for 10' x 10' booth

Commercial Food Vendors

1. Only a limited number of commercial food vendors are accepted.
2. You must sell seafood in your booth. Food vendors not selling seafood will not be accepted.
3. Menus must accompany application. Only items listed with application can be served.
4. Only one (1) side item can be served per seafood entrée offered. A side item is considered as a vegetable, potato, etc. **NO FUNNEL CAKES AND SMOOTHIE DRINKS ARE ALLOWED!**
6. All food vendors must obtain a Temporary Food Establishment Application and must be in compliance with the Carteret County Health Department. See Carteret County Health Department downloads.
7. **This is a seafood festival. No food vendor will be allowed unless seafood items are sold!**

FEE: \$815.00 for 10' x 10' booth

Arts & Crafts Vendors

1. Photos must accompany all applications
2. The NC Seafood Festival reserves the right to determine if a product should be listed as hand crafted or commercial.
3. The Festival reserves the right to remove any work that differs from submitted photos or work that does not fit with the Festival Atmosphere.

FEE: \$305.00 for 10' x 10' booth – Hand Crafted Only
\$540.00 for 10' x 10' booth – All Jewelry & Commercial booths

Wine Vendors

1. Only a limited number of wine vendors are accepted
2. Only wine produced from your winery may be sold within the 10' x 10' booth space
3. Proof of liability insurance must be submitted with the application
4. A copy of your ABC Permit must be submitted with the application
5. Wine may only be sold by the bottle. No glasses of wine can be sold
6. Wine tasting is permitted

FEE: \$395.00 for 10' x 10' booth

Electrical

\$70.00 for the first 120V PLUG

\$35.00 for the second 120V PLUG (If more than 2 - 120v outlets are needed, please call the office.)

\$150.00 per 220V PLUG – Indicate type plug you will use

- **Price includes one plug only**
- **POWER BARS ARE NOT ALLOWED**
- **Only one drop cord per plug is allowed**
- **Label your plug at point of tie in with your name and booth number.**

General Vendor Information

- > 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 or hard copy. Checks will not be cashed until acceptance is determined.
- > Vendors may cancel their booth until June 1, 2012. A \$50.00 cancellation fee will be charged. All cancellations after June 1st will be non-refundable.
- > A vendor meeting will be held on Thursday, August 23, 2012 at 6:00 pm at the Crystal Coast Civic Center in Morehead City to review the finalized map and discuss Festival procedures. Packets will be given out at this meeting. Vendors unable to attend will have their packets mailed the next day.
- > All vendors must move in on Friday morning from 7:00 am – 11:00 am. NO EXCEPTIONS! You will be given a map showing the entry point into the Festival within the vendor packet. Board members will be stationed in each block to assist with proper location set-up. All vehicles must be off the street 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.
- > Vendors are encouraged to bring hand carts to transport additional product to their booth during the weekend.
- > Booth spaces are 10' x 10'. Vendors are not allowed to set anything up in front, behind, or beside the allocated space. Should your booth require additional space, a second booth must be purchased. 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.
- > The NC Seafood Festival will notify the vendor of their tentative booth location in August. The NC Seafood Festival reserves the right to reassign vendor spaces throughout Festival weekend.
- > Booths may not be moved without permission.
- > 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.
- > **The Festival goes on rain, shine and wind.** We are at the Beach – be prepared for wind.
- > 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.
- > No stakes can be driven into pavement or ground. Only bucket anchors are allowed.
- > Vendors are responsible for collecting and reporting their own taxes.
- > 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.
- > Only one (1) waterfront vehicle pass will be given per exhibitor – NO Exceptions
- > Power must be paid in advance. You should bring a heavy duty 10 or 12 gauge (300' minimum) electric cord 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 acceptable.
- > No pets, skateboards, bikes, or scooters are allowed within your booth area.

- No T-shirts, bottled water, or carbonated drinks may be sold.
- No generators will be allowed. This includes both gas and propane. Only power source allowed will be from services contract through the Seafood Festival office.
- No raffles will be allowed with the Seafood Festival grounds.
- No balloons, silly strings or pop rocks are allowed
- Vendors cannot sublet, assign, donate or trade your 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 will not be held responsible for loss or damage before, during, or after the Festival.

REFUNDS: FORCE MAJEURE: Vendor acknowledges and agrees the NC Seafood Festival shall not be obliged to issue refunds under any circumstances on vendor space rental. The NC Seafood Festival is not liable or responsible for delays, cancellation, or postponements of the Festival or events within the Festival due to inclement weather, war, government action, strikes or other matters beyond its control.

Vendors not following these guidelines will be closed immediately with no refund and no admission to future Seafood Festivals!

FOOD VENDOR RULES

PLEASE READ ATTACHED LETTER FROM MOREHEAD CITY FIRE DEPARTMENT

1. Food vendors **may not** sell bottled water or carbonated drinks.
2. Each booth **must have a 5-lb. Fire Extinguisher**. Fire extinguisher should be an ABC type and have a current inspection tag. Your booth will be inspected by the Fire Marshall. A Type K fire extinguisher is required for vendors cooking with grease or have deep fat fryers. (See information from Fire Marshal).
3. All propane tanks and other cooking devices must be protected from tipping over and unintended contact to people or clothing. All cooking devices and hoses must meet current Health and Fire Safety Code.
4. Vendors should use Health Department recommended hand washing facilities.
5. Safety concerns must be addressed at once and vendor may not be allowed to operate until the safety concerns are corrected.
6. Grey water barrels will be available for disposing waste water. Locations for grey water barrels will be indicated on your map within the vendor packet. No water is to be dumped on the ground. This includes ice melting and hand washing runoff.
7. Disposing of oil will be the vendor's responsibility. You will be notified before the Festival of grease and grey water disposal locations. **Any vendor found dumping inappropriate material will be fined and immediately removed from Festival.**
8. **Prices must be posted and visible to public.** Signs should be large enough to be seen from a distance and high enough to be seen over the people waiting in line. NCSF Board of Directors will check booths after beginning of Festival and **Vendor will not be allowed to operate without appropriate pricing sign.**
9. If you require power, **you must pay the \$70.00 fee for one 120V outlet and \$35.00 for the 2nd 120V outlet (call the NC Seafood Festival office if more than 2-120V outlets are required) or \$150.00 per 220V outlet when you mail your application. Only one drop cord is allowed per booth. PLEASE SPECIFY THE TYPE PLUG YOU WILL BE USING.** Not all locations have electricity available to them. You should bring several heavy duty (300' minimum) electric drop cord with you. **Label the electrical plug with your organization's name at the point of plug in.**
10. Vendor **must** obtain insurance coverage that will cover property damage and personal injury arising as a result of the vendor's actions. Upon request, vendor must submit to the Festival's office proof of insurance.
11. **Review carefully the information from the Carteret County Health Department.**

2012 Vendor Application

Early Bird Deadline - \$25.00 discount per organization if received by April 2, 2012

Application Deadline - June 1, 2012

Company Name: _____
Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Evening Phone: _____
Cell Phone: _____ E-Mail Address: _____

E-Mail addresses will be used for notification purposes only

Complete Information Below - Payment in full is required. Booth cancellations received before June 1st may have their fees refunded minus a \$50.00 cancellation fee. NO refunds will be issued for cancellations after June 1st.

_____ # of 10' x 10' "Non-Profit" Food Spaces at \$305.00 each
_____ # of 10' x 10' "Commercial Food" Spaces at \$815.00 each
_____ # of 10' x 10' "Hand-Crafted Spaces" at \$305.00 each

All jewelry vendors must apply as a Commercial Art/Craft

_____ # of 10' x 10' "Commercial Art/Craft Spaces" at \$540.00 each
_____ # of 10' x 10' "Wine Vendor Spaces" at \$395.00 each

Do you need Electrical: YES [] No []

_____ 1st 120V electrical outlet at \$70.00 per plug, 2nd 120V electrical outlet at \$35.00 (Call office if more than 2 outlets are needed)
_____ # of 220V electrical outlets at \$150.00 per plug - Specify type plug: _____

Electrical charges include one plug only! - No power strips allowed - 1 drop cord per electrical outlet allowed - LABEL YOUR PLUG AT POINT OF PLUG IN! - 300' minimum extension cord for each plug should be provided by vendor. Fee must accompany application.

Explain what equipment you plan to run from your outlet(s) _____

Have you been a vendor at the Seafood Festival before: YES NO What Years: _____

Would you like your same space as 2011 (must be received by April 2) YES [] NO [] (Space is not guaranteed)

State if you will be using a tent or canteen: If using a canteen, give dimensions including tongue length _____

Arts/Crafts Items for Sell

Food Items for Sell - Including Beverages (tea, lemonade, coffee)

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, or other matters beyond its control. By signing below you are stating that you have read the Vendor Application and accompanying information and you and your organization will abide by the rules or risk being removed from the NCSF. Vendor agrees to secure insurance coverage that will cover property damage and personal injury arising as a result of the vendor's action. By signing below, you are confirming that you have read and fully understand and agree to the terms within the vendor application, Town of Morehead City Fire Marshall Requirements and Carteret County Health Department Application (if applicable).

Signature Date

***** There is a \$35.00 fee for returned checks. *****

COMPLETE & RETURN TO: NCSF, P. O. Box 1812, Morehead City, NC 28557 ~ 252-726-6273

Office Use Only

Date Received: _____ Approved: _____ Denied: _____

Date Email Sent: _____ Date Packet Sent _____

2011 Booth # _____ 2012 Booth # _____

PLEASE KEEP A COPY FOR YOUR FILES. NOTIFICATION OF ACCEPTANCE WILL BE MADE VIA E-MAIL UNLESS OTHERWISE NOTED

Morehead City Fire Department



706 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 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 six (6) feet from any heat source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to equipped with safety shutoff controls. Check for proper working order before using.
8. **All cylinders and tanks shall 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, in good shape, and of proper size for application being used for.
3. Protect all electrical extension cords from vehicle and foot traffic. All cords shall be taped or covered to prevent tripping hazards.
4. Surge protectors are encouraged for all electrical use.

Fire Extinguishers:

1. 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.
2. **All vendors that cook with grease or have deep fat fryers shall have a Type K fire extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.**

General precautions:

1. All cylinders and tanks stored or used shall be chained to prevent them from falling.
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and placed fifty (50) feet from any heat sources.

Tents:

1. **All tents greater than seven hundred (700) square feet shall have a permit issued prior to being erected.**
2. There shall be a minimum of five (5) feet between each tent. (All tents to include those less than seven hundred (700) square feet)

All vendors will be checked for compliance prior to event and activities

