



February 2022

In September 2022, the North Carolina Folk Festival will celebrate its fourth festival! We look forward to continuing the successes of the NC Folk Festival, celebrating the spirit and heritage of cultural traditions from across the globe! Greensboro will once again come alive for three days of **FREE** outdoor music, non-stop dancing, activities, storytelling, craft demonstrations, parades, regional and ethnic foods, and so much more!

**We are now accepting food vendor applications for the 2022 NC Folk Festival  
September 9, 10 & 11, 2022 – downtown Greensboro, NC  
Application Deadline: March 1, 2022**

The NC Folk Festival seeks food vendors that can provide high quality, diverse, efficient, friendly service to thousands of festival-goers. The Festival prioritizes featuring a variety of regional and ethnic foods, as well as classic festival fare that will take diners on a culinary journey around North Carolina, America and the world.

**Your application will be reviewed by a committee based on the following criteria:**

- product quality & uniqueness
- previous experience serving festivals/large crowds
- overall presentation
- business location (local/regional vendor)

**Food vendors will be chosen for the following food vendor categories\*:**

- NC/Regional Foods
- "Fair" Food
- Ethnic Foods of NC
- Newcomer Communities
- Snacks/Desserts
- Specialty Beverages

**\*Note:** All vendors will be given an opportunity to tell the committee about any specialty items on their menu. This is your opportunity to tell us what you do really well. This is especially important for vendors who have large menus that may cover multiple categories. We want to know what your specialty is!

The following are the festival's food vendor guidelines. Please read the guidelines thoroughly and submit your application online at [www.ncfolkfestival.com/food](http://www.ncfolkfestival.com/food). The application must be submitted with a nonrefundable \$30 application fee.

Contact [food@ncfolkfestival.com](mailto:food@ncfolkfestival.com) if you have any questions. We look forward to reviewing your application!

Sincerely,

A handwritten signature in black ink that reads "Ling Sue Withers". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ling Sue Withers  
Food Vendor Coordinator  
NC Folk Festival



**2022 Food Vendor Application Guidelines**  
September 9, 10 & 11, 2022

<b>IMPORTANT DATES:</b>	
Application Deadline	March 1, 2022
Notification of Acceptance by Email	March 21, 2022
TFE Permit Application Due to Guilford County Department of Public Health	March 31, 2022
Deadline for Power Orders, Operation Specifications & Promotional Information	April 29, 2022
Festival Emails Contracts	Late May/Early June
Deadline for Submission of fully-executed Contract, COIs and Vendor Fees	June 10, 2022
Deadline for Cancellation with Refund	July 8, 2022
Vending Location & Participation Details Emailed to Vendors	August 15, 2022
2022 NC Folk Festival	September 9-11, 2022

**APPLICATION PROCESS**

Applying vendors are required to submit the following by March 1, 2022:

- A **completed and successfully submitted online food vendor application**. Applicants will receive email confirmation of their successful submission. No email confirmation = application not successfully submitted and therefore will not be considered. Festival organizers may request clarification; failure to provide requested clarification is grounds for rejection. Mailed applications are not acceptable.
- At least two **current photographs** of your food vending operation (both inside and out).
- At least two promo-worthy **current photograph** of their food and/or specialty beverage.
- A **non-refundable \$30 application fee** must be submitted with your online application by credit card.

**Additional Application Information**

- Application does not guarantee acceptance.
- Vendors must apply each year in order to be considered. Acceptance in previous years does not guarantee acceptance in future years.
- Failure to meet application deadline may result in rejection of application.

## Selection Process

The number of food vendors selected for the 2022 NC Folk Festival will depend on the final site design layout. The Festival anticipates that with good weather, over 100K individuals will attend over the course of the weekend and that between 25 and 30 vendor spots might be available to meet the demands of this crowd size.

- All food vendors are reviewed by a committee. Applications are rated on product quality & uniqueness, previous vending experience serving festivals/large crowds, overall presentation, and business location (local/regional vendor). Please provide clear photos of your product and vending space so that your foods and business are represented to our committee accurately.
  - Food vendors will be chosen for the following food vendor categories: NC/Regional Foods, Ethnic Foods of NC Newcomer Communities, "Fair" Foods, Snacks/Desserts, and Specialty Beverages.
  - The Festival may limit specific types of food or beverage to ensure a wide selection of items.
  - Applicants will receive notification by Email regarding acceptance or rejection by March 21, 2022.
    - The NC Folk Festival reserves the right to deny any application without explanation.
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## **FOOD VENDING AT THE NC FOLK FESTIVAL**

Vendors selected to participate in the NC Folk Festival will receive an acceptance notification by March 21, 2022. This notification will include a link to the application for a Temporary Food Establishment (TFE) Permit from the Guilford County Department of Public Health. Deadline for submitting TFE permit application to the county is by 3:30pm, March 31, 2022.

In mid-April, the Festival will send accepted vendors a request for detailed vending & operations information including Electrical Specifications, Refrigeration/Freezer Request, Beverage Order Estimation and Promotional Information. This information will be due by April 29, 2022.

After permits have been verified and additional information collected, the Festival will generate contracts that will be sent by email in late May/early June. Signed contract and fee payment will be due by June 10, 2022.

### **Food Vending Hours of Operation**

- Festival/Vending Hours\*:
  - o Friday: 5:00 pm to 10:00 pm
  - o Saturday: 12:00 pm to 10:00 pm
  - o Sunday: 12:00 pm to 5:30 pm
- \* Vending hours may vary from overall Festival hours, depending on assigned vending location.
- Booths must be staffed and operational for all contracted hours.
- The festival goes on **rain or shine unless extraordinary weather presents a safety issue**. All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- Food vendors may continue to sell up to a ½ hour after the last performance at your location.

### **Vendor Fee Pricing & Payment**

- Vendor Fees cover all three days of the Festival, unless otherwise notified.
- The basic vendor fee for commercial vendors is \$1,100.00.

- The basic vendor fee for 501(c)(3) nonprofit vendors is \$550.00. Proof of 501(c)(3) status is required.
- The basic vendor fee covers a vendor space of up to four hundred square feet (400 sq. ft.) with a maximum booth depth of 20 feet and maximum booth width of 30 feet (widths beyond 20 ft wide will require approval). Operations that cannot fit within 400 sq. ft. space will be charged an additional fee of \$3 per each additional square foot (1 sq. ft.) increment. For example:

10 W x 10 D = 100 sq. ft. = \$1,100
10 W x 30 D = 300 sq. ft. = \$1,100
20 W x 20 D = 400 sq. ft. = \$1,100
25 W x 18 D = 450 sq. ft. = \$1,250
25 W x 20 D = 500 sq. ft. = \$1,400

The square footage of the size of space needed is calculated by Total Width (Frontage/Service Side + Tongue Length) multiplied by Total Depth (Depth + Awning/Condiment Table). As spaces are limited and non-uniform, vendor space is taken into account when accepted. Each vendor’s individual booth fee will be calculated upon acceptance.

- The fee for on-site electricity will depend on usage. Accepted vendors will submit electrical service order and payment online, post-acceptance. See the Electricity section for more details.

### Refunds

- No refunds for cancellations after **July 8, 2022**.
- No refunds for inclement weather.

### Permits

- If you are accepted by the Festival as a food vendor, you are responsible for obtaining approval for a Temporary Food Establishment (TFE) permit from the Guilford County Health Department (GCHD) before receiving a contract with the NC Folk Festival. You can review some of the basic requirements by clicking the following link: **[NC Folk Festival Regulations, Guilford County Health Department Guidelines & NC Fire Codes](#)**. Contact Paula Cox, GCHD, at [PCOX@guilfordcountync.gov](mailto:PCOX@guilfordcountync.gov) or Kenneth Michaud at [KMICHAUD@guilfordcountync.gov](mailto:KMICHAUD@guilfordcountync.gov) with any questions about Health Department regulations.
- You will be sent a link to the TFE Application **once accepted**. The TFE Permit *and* \$75 permit fee payment should be submitted directly to the GCHD. Vendors must submit their TFE application to the GCHD by 3:30pm, March 31, 2022.
- If you are currently a permitted Guilford County FOOD TRUCK, you are exempt from the need for a TFE Permit, and would be allowed to leave the Festival site each evening after vending hours. You ARE still required to submit an application to the GCHD for review. If you opt to park your food truck at the festival for the entirety of the weekend, you may do so, but a TFE permit would be required.
- All other Guilford County permitted Mobile Food Units, such as a Trailer or push cart, are required to obtain a TFE permit from GCHD, as they will not be able to move during the Festival once placed in their vending space. Any Food Truck that is not a Guilford County permitted Food Truck will be required to get a TFE from the GCHD.

## Inspections

- All food operations requiring a TFE will be inspected by a Guilford County Health Inspector.
- All food operations serving cooked items will be inspected by a City of Greensboro Fire Marshal.
- Inspection schedule:
  - Guilford County Health Department: Inspections by Health Department inspectors will be conducted upon completion of set-up, no later than 3:00pm on Friday, September 9, 2022.
  - Greensboro Fire Department: All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected by Fire Marshals on Friday, September 9, 2022.
- Vendors will not be permitted to begin their food prep and/or vending operations at the Festival until their food and vending operation has been inspected and determined to be in compliance with Guilford County Health Department regulations and Greensboro Fire Department Fire Code.

## Vendor Placement

- The Festival will assign vending locations to each vendor. Food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.
- No space will be held without a completed contract and full payment of the contract fee.
- The following factors impact food vendor placement on the festival site:
  - Operation type
  - Fuel type
  - Electrical needs
  - Operation layout & dimensions
  - Menu - The Festival's goal is to limit the number of vendors that sell the same type of food (Vietnamese, Indian, etc.) or similar menu items (pulled pork, fried seafood, etc.) and to place vendors who sell similar types of food and/or menu items in different food courts.

## Space Details

- Vendors may not trade, switch, or set up in another area, without approval from the Festival.
- Parking spaces will be provided for a maximum of two support vehicles (to be used for refrigeration and/or dry good storage close to vending operation or make emergency runs to restock goods. Support vehicle parking will be in the vicinity of the food court to which you are assigned.
- Vendors are responsible for providing staff. Parking for staff is the responsibility of the vendor.
- Vendors are responsible for bringing push carts/hand trucks for moving supplies onsite, including beverages and ice purchased from the Festival.

## Set Up

- If you have a self-contained unit, such as a trailer, you **MUST** arrive and set up between 10:00 am and 6:00 pm on Thursday, September 8, 2022. Trailers must be placed and support vehicles removed before placement of other vendors around can take place.
- If you are using a food truck, you **MUST** arrive and setup up by 2:00 pm on Friday, September 9, 2022.
- If you are vending from a tent, you **MUST** arrive for set up before 12:00 pm on Friday, September 9, 2022.

## Food Vending Operations Guidelines

- Food vendors must restrict all activities to their operation space.
- Condiment tables and beverage coolers are the only things allowed in front of food vendor spaces and must remain within the boundaries of the vendors' assigned space. Food Vendors that would like to erect a tent to protect customers from sun/rain must obtain permission from the Festival.
- Food vendors may not advertise outside of their operation space (this includes, but is not limited to, the use of rovers, fliers, and disposable menus.)
- Food vendors are not permitted to provide free sampling of food or beverage items.
- Space-sharing or subletting is not permitted, nor can the vendor assign the contract to another party.
- Food vendors must maintain a separate service line for Performers and Staff. The Festival will provide signage for this line.
- Food vendors must accept festival script tickets from Performers and Staff for which you will be reimbursed.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Generators are not allowed. Exceptions may be made on a case-by-case basis for food truck operations.
- Playing music from your operation is prohibited.
- There will be overnight security on Friday and Saturday. Fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property or items vendors rent; vendors must obtain their own insurance.
- Vendor is responsible for a clean food vending area, free of debris, both during Festival hours and overnight. Food should not be left out overnight, including display food.
- Vendors should furnish sufficient change for their sales transactions. The Festival cannot provide change to vendors.
- Vendors are responsible for providing their own nighttime lighting.
- Vendor support vehicles will not be allowed to enter the site until after 10:30pm on Friday, September 9 and Saturday, September 10, and after 6:30pm on Sunday, September 11, 2022. Times may vary by area.
- All wastewater must be disposed of in festival-provided grey water containers. No dumping grey water on ground or street.
- All waste cooking fats must be disposed of in festival-provided waste oil containers. No waste cooking fats should be disposed of in regular trash or in grey water containers.

## Booth Covering

- Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is compliant with state/county/city regulations for flammability. The Fire Department will require a sewn in label on the fabric or the manufacturer's certification of flame treatment or the label from the product used to treat the material. Tarps are not an acceptable canopy.
- All tents must be screened in on all sides, per Guilford County Health Department regulations, using flame-retardant materials meeting Fire Department codes.
- Vendors needing a rental tent **MUST** make arrangements through the Festival. Rental tents and tent vendors **NOT** approved by the Festival will **NOT** be allowed access to the Festival site. **Tent rental orders must be arranged with Food Vendor Coordinator by Thursday, June 30, 2021.**

## Menu & Signage

- Only menu items approved by the Food Vendor Selection Committee and by the Guilford County Health Department may be sold at the Festival.
- Vendors must list on their application **ALL** items they wish to sell. Items not listed and approved may not be sold and must be removed from vendor's booth and menu.
- Non-food items may not be sold.
- In the interest of presenting as wide a selection of food and menu items as possible, the Festival may limit a specific type of food or beverage item.
- Vendors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with pre-approval by the Festival prior to June 10, 2022.
- Food vendors must maintain professional signage and menu boards in good condition. Hand-written signage must look nice and be readable. Vendors must not alter their signs/menus to items that deviate from what was approved in their acceptance into the Festival.
- All menu signage must include pricing and must be easy to read. Vendors are not allowed to change pricing during the course of the Festival.
- We recommend notating Gluten-Free, Dairy-Free and Vegan items to make it easier for people with dietary restrictions to locate these menu items.

## Marketing

All Festival food vendors will receive the following marketing benefits:

- A listing on the Festival's website, with a link to the vendor's website (if submitted).
- A listing in the Festival's Official Program Guide.
- Promotion on the Festival's social media sites.
- A list of vendors carrying Gluten-Free, Dairy-Free and/or Vegan items, along with their location, will be posted and available at Festival Info Booths.
- A listing on the Festival's app, along with the full menu.
- All promotional information must be submitted by June 10, 2022.

## Food Safety

- Any vendor not complying with City, County and State regulations may be immediately closed down and not permitted to return for future Festivals.
- Food production techniques must meet City, County, State and Festival statutes.
- Vendors must comply with all federal, state, and local health regulations. For more information, contact the Guilford County Department of Public Health at **336-641-3771** or visit their website at <https://www.guilfordcountync.gov/our-county/human-services/health-department/environmental-health/food-lodging-and-institutions/special-event-temporary-food-establishments-tfes>
- Vendors must comply with Festival guidelines for the disposal of grey water, grease/oil, and coal ash.
- Food vendors will be provided a potable water hook up within 100' of their booths. All vendors are responsible for providing their own food-grade hose. Hoses will be inspected by the Health Department.
- Food vendors must provide individually-wrapped cutlery sets and individual condiment packets.
- All vendors must minimize bare-hand contact with food products.
- Each food vendor should provide hand sanitizer for customer use.

## Fire Code Requirements

- **ALL** food vendors must comply with the codes for combustibles, canopies, fuel tanks for cooking, fire extinguishers and solid fuel.
- All vendors must have a portable fire extinguisher that has affixed a current inspection tag that carries a minimum of a 2A-10B or 2A-10B(C) rating. For those vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher. Residential extinguishers are NOT acceptable.
- All propane tanks must be firmly secured on a hard, non-combustible surface that cannot be knocked over. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify. Bungee cords are not an acceptable form of securing propane tanks.
- Propane tanks need to be 10 feet away from electrical meters, open flame, freezers and refrigerators and per Fire Code, 10 feet from your tent.
- Due to fire code restrictions, the spaces between vending operations may not be used for seating or storage. These are to remain open air areas.
- All tents must be properly weighted. Tents must be anchored to the ground with a 40 lb weight per leg.

## Electricity

- The fee for on-site electricity will depend on usage.
- The first 20 amp/120V circuit of electricity is included in the basic vendor fee. Additional needs/requests for electricity beyond this base amount must be included the application.
- The fee structure for additional electricity beyond the first 20 amp/ 120V circuit is:
  - 20 amp 120V (standard 120V plug) - \$40 per additional line
  - 20 amp 120V (NEMA 6-20) - \$125 per additional line
  - 20 amp 120/240 twist lock (NEMA L14-20) - \$125 per additional line
  - 30 amp 240V twist lock (NEMA L14-30) - \$150 per additional line
  - 50 amp 120/240 Cal. Std. twist lock (CS63-65C) - \$175 per additional line
  - 50 amp 240 range plug (NEMA 6-50 or NEMA 14-50) - \$175 per additional line
  - 6 gauge 4 conductor 50 Amp cable (Bare ends) - \$175 per additional line
- Approved vendors will fill out an electricity order form. Vendors are required to submit the electricity order requirements by April 29, 2022.
- Vendors must place electrical plugs where the Festival directs them.
- Vendors should bring **one 12-gauge cord per 20 amp circuit** and other outlet strips as needed. Cords should be labeled with the business name. Cords not of acceptable gauge will be disconnected.
- All electrical service connections will be provided to within 30 feet of the vendor space.
- Vendors are responsible for providing their own power cords and power distribution from the service connection to and within their vending space. A 20 amp/120V circuit requires a 3-conductor 12 gauge power cord with plugs that have functioning ground circuits. Use of 14 or 16 gauge is not acceptable. **NO MALE TO MALE ELECTRICAL CORDS OR ADAPTERS.** Vendors are not allowed to use a male to male cords to connect to Festival power.
- Deadline for changing the power order is July 8, 2022. There is no guarantee that additional hookups will be available other than those preordered and prepaid. Only power cords rated for the power level of the connection being used will be allowed. Use of power taps, beyond those contracted for, could result in immediate cancellation of vendor's contract.



### Refrigeration/Freezer service

- Parking space can be provided for support vehicles for refrigeration and/or dry good storage close to vending operation, but not adjacent to it.
- The Festival will offer vendors refrigeration and freezer rental space for an additional fee:
  - Price per shelf may range from \$35-\$75 each for the entire weekend.
  - Shelf sizes will range from 3'-5"W x 14"-24"H x 14"-24"D.
  - Exact price and shelf sizes will be determined by the demand estimated by vendors wishing to utilize Festival-provided refrigeration/freezer service. This demand will inform the size of the refrigeration/freezer unit the Festival provides.

### Beverages & Ice

- The Festival has a sponsorship relationship with a major soft drink and water distribution company. All vendors who wish to sell beverages must sell the products (carbonated sodas, water) the Festival supplies through this sponsor contract, UNLESS the Festival deems the vendor's handcrafted drink is a specialty beverage (e.g., lemonade, homemade specialties, tea and coffee, etc.).
- All soft drink and water products must be purchased on-site from the Festival, and sold at the price determined by the Festival. Any full, unbroken cases that are not used can be returned at the end of Sunday, September 11, 2022. The festival will reconcile the amount owed within 10 days after the end of the Festival. If vendor owes Festival, payment will be due by September 30, 2022.
- Ice must be purchased from the Festival on site. The festival will reconcile the amount owed within 10 days after the end of the Festival. If vendor owes Festival, payment will be due by September 30, 2022.

### Vehicles on Site

- Vehicles are allowed on-site ONLY during the following times:
  - Friday – until 4:00 pm & after 10:30 pm
  - Saturday – until 11:00 am & after 10:30 pm
  - Sunday – until 11:00 am & after 7:00 pm
- For the safety of the festival's attendees, vehicles are not allowed to move onto or within the site during operating hours or during a window before and after scheduled events when attendees arrive or depart.
- Food Truck Vendors: If you already possess a current Mobile Food Unit Permit with Guilford County you will NOT be required to apply for a Temporary Food Establishment permit, UNLESS you do not wish to move your vehicle overnight. However, you must confirm with us prior to March 31, 2022 that you intend to remove your food truck from the premises in the evenings. THIS DOES NOT APPLY TO GUILFORD COUNTY FOOD TRAILERS, which MUST have a TFE permit. Once any food operation in a Trailer is placed, it cannot be moved before the end of the festival, as there is no space to maneuver support vehicles between food vendors.
- Vendors will receive **no more than two parking passes** for support vehicles such as those that supply refrigeration and/or dry goods storage. Support vehicles will be placed in designated areas as near as possible to their food operation location and will be able to leave the festival site during operating hours if necessary. Vendors must park their support vehicles in this area. The Festival is not responsible for providing parking for vendor employees.
- Only authorized vehicles with provided hangtags may be parked on Festival grounds. Vehicles are NOT allowed to be parked in undesignated spaces behind or near vendor booths during the Festival.

### **Booth Clean Up**

- Vendors may not dismantle or remove booths before 6:30 pm on Sunday, September 11, 2022.
- Be aware that pedestrians will still be present on Festival grounds during tear-down.
- Vendors must take home their entire booths – including mats, tent, storage containers, and decorations.
- All booths must be broken down by 10:00 pm Sunday.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a cleaning deposit for the following year's festival, if invited back.
- Appropriate ground cover should be used in the cooking and food preparation area to ensure that after the festival is over, the ground will be free from oil and food waste contaminants. Any spills or debris must be cleaned up prior to leaving.

### **Trash & Grey Water Disposal**

- Vendors must properly dispose of trash, waste cooking fats, hot coals, ash, cardboard and grey water as directed by Festival personnel.

### **Taxes & Insurance**

- Vendors are responsible for all local, state and federal taxes.
- Vendors must provide a certificate of insurance in the amount of \$1,000,000 (one million dollars). The certificate must include language naming indemnified parties as additional insured as respects to the NC Folk Festival on September 9-11, 2022. This language will be specified in acceptance documents.
- The festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
- The Festival does not have separate vendor coverage under any insurance it may maintain.

**Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The Festival reserves the right to amend these guidelines as needed.**

**In the event of a dispute, the decision of the NC Folk Festival Operating Team will be accepted as final.**