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Contact Information
Food Vending
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2024 Food Vendor Application Guidelines

North Carolina Folk Festival: September 6-8, 2024

Important Dates

- Application Deadline: 11:59pm on Mar 1, 2024
- Notification of acceptance (by email): Mar 25, 2024
- TFE Permit Application (Guilford County Department of Public Health): Apr 5, 2024
- Deadline for additional materials: Apr 29, 2024
- Deadline for contract and payment of fees: June 11, 2024
- Deadline for vendor cancellation with partial refund: Aug 16, 2024

Application Process

Vendors will be required to submit the following, along with their completed application, in advance of the deadline:

- Two (2) images of your food vending operation (both inside and out)
- Two (2) high quality images of your menu offerings/specialty
- A nonrefundable application fee, paid online.

Applications are submitted online at www.ncfolkfestival.com/food-vendor-application. Applicants will receive email confirmation of their successful submission. *If you receive no confirmation, email food@ncfolkfestival.com.* Applications do not guarantee acceptance. Vendors must apply each year; acceptance in a previous year does not guarantee acceptance in future years.

Selection Process

Food vendors at the North Carolina Folk Festival will be evaluated with the following criteria:

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

Food Vending Categories

Vendors will be chosen for the following categories:

- NC/regional foods
- Fair foods
- Foods of NC newcomer communities
- Snacks/desserts
- Specialty beverages

**The Festival may limit specific offerings to ensure a wide selection of items to its attendees*

All applications will be reviewed and scored, with vendors who best meet these criteria being selected. The North Carolina Folk Festival reserves the right to deny any application without explanation.

Vending at the North Carolina Folk Festival

With good weather, the North Carolina Folk Festival draws a large number of attendees to downtown Greensboro. Vendors selected to participate in the North Carolina Folk Festival will receive an acceptance email. The acceptance email (and or subsequent communications) will include information that must be collected by the North Carolina Folk Festival, including:

- Booth operation needs & specifications
- TFE permit
- Promotional information
- Proof of insurance

NC Folk Festival Food Vending - Hours of Operation

Food vendors will be open:

- Friday: 5:30pm to 10:00pm
- Saturday: 11:30am to 10:00pm
- Sunday: 11:30am to 6:30pm

Hours are subject to change. Booths must be staffed for all hours of operation. 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.

Vendors may continue to sell up to thirty (30) minutes after the last performance at their location. Vending hours may vary based on assigned location (see *Vendor Placement*).

Booth Pricing & Payment

The basic vendor booth fee is **\$1,200**. The booth fee includes:

- Space of up to four hundred square feet (400 sq. ft.) with a maximum booth depth of twenty feet (20 ft.) and a maximum booth width of thirty feet (30 feet). Please note: widths beyond twenty feet (20 ft.) require approval.
- 1x 20 amp / 120 Volt circuit. Please note: additional electrical hookups beyond the standard circuit will incur additional fees.

Operations that can not fit within the four hundred square foot (400 sq. ft.) space will be charged an additional fee of \$10 per each additional square foot (1 sq. ft.) increment. The square footage is calculated by total width (frontage/service side + tongue length) multiplied by total depth (depth + awning/condiment table). As spaces are limited and not uniform, vendor space is taken into account when vendors are accepted.

The Festival reserves space upon receipt of payment by vendor. Full payment of all vendor fees must be submitted by the deadline for contract and payment of fees (see *Important Dates*). Please do not send booth fees until you have received notification your application was accepted into the North Carolina Folk Festival.

Refunds

There will be no refunds made after the deadline for vendor cancellation (see *Important Dates*). No refunds will be issued for inclement weather.

Vendor Placement

The Festival will assign vending locations to each vendor. Food vendor placement and the location of food courts are subject to change. No space will be held without a completed contract and full payment.

The following factors impact food vendor placement on the festival site:

- Operation type
- Fuel type
- Electrical needs
- Operation layout & dimensions
- Menu offerings

Set Up

If you have a self-contained unit, such as a trailer, you must arrive and set up between 10:00am and 6:00pm on the Thursday before the Festival. 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 set up by 2:00pm on the Friday of the Festival. If you are vending from a tent, you must arrive for set-up before 12:00 pm on the Friday of the Festival.

Booth Operations Regulations

- Vendors must restrict all activities to their assigned space - no space-sharing or subletting is permitted. Vendors may not trade, switch, or set up in another area without approval from the Festival. Vendors may not advertise outside of their operation space (this includes, but is not limited to, the use of rovers, fliers, and disposable menus.)
- 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 are not permitted to provide free sampling of food or beverage items.
- 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.
- Vendors are responsible for providing staff. Parking for staff is the responsibility of the vendor.
- Vendors are responsible for bringing carts/hand trucks to move supplies on site, including beverages and ice purchased from the Festival.

Booth Covering

Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is compliant with all pertinent 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. Please contact the food vendor coordinator via food@ncfolkfestival.com for more information.

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. Changes/additions are only allowed with pre-approval by the Festival.

Non-food items may not be sold. Vendors are not granted exclusive rights to sell any particular item.

Food vendors must maintain professional signage and menu boards in good condition. Hand-written signage must look nice and be readable. 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, Nut-Free, Vegetarian, and Vegan items to make it easier for people with dietary restrictions to locate these menu items.

Beverages & Ice

The Festival has a 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 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 the Festival. The festival will reconcile the amount owed within 2 weeks after the end of the Festival. If vendor owes Festival, payment will be due by the end of September.

Ice must be purchased from the Festival on site. The festival will reconcile the amount owed within 2 weeks after the end of the Festival. If vendor owes Festival, payment will be due by the end of September.

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-\$85 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.

Food Safety Requirements

- 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.
- 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.
- All vendors must minimize bare-hand contact with food products.

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.
- Tents must be anchored to the ground with a 40 lb weight per leg.

Vehicles On Site

Vehicles are allowed on-site only during the following times:

- Friday: until 4pm & after 10:30pm
- Saturday: until 11am & after 10:30pm
- Sunday: until 11am & after 7pm

Times are subject to change. For the safety of festival attendees, vehicles are not allowed within the site during festival hours, or while people occupy the site. Parking spaces will be provided for a maximum of two (2) support vehicles. Parking spaces may be off site.

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 the deadline for additional materials (see *Important Dates*).

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. Vendors are not allowed to use a male to male cords to connect to Festival power. There is no guarantee that additional hookups will be available other than those pre-ordered 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 the vendor's contract.

Tear Down

Vendors may not begin to dismantle or remove booths during Hours of Operation.

Vehicles are not allowed on site until 7pm on Sunday. Be aware that pedestrians will still be present on Festival grounds during tear-down.

All booths must be broken down by 9pm on the Sunday of the North Carolina Folk Festival. Any vendors failing to completely clean up their booth areas must pay a clean-up fee. 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. All wastewater must be disposed of in festival-provided grey water containers. 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.

No dumping grey water on ground or street.

Other Considerations

Permits & Inspections

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 before entering into a contract with the North Carolina Folk Festival. 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 Guilford County Health Department. Vendors must submit their TFE application by the deadline (see *Important Dates*).

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 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 as they will not be able to move once placed in their vending space.

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. 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.

Inspection schedule:

- Inspections by the Guilford County Health Department inspectors will be conducted upon completion of set-up, no later than 3:00pm on Friday of the Festival.
- Inspections by the Greensboro Fire Department for all vendor booths/food operations (including food trucks and trailers) cooking food will be inspected by Fire Marshals on Friday of the Festival.

**Times are subject to change*

Marketing

All vendors will be listed as an official component of the North Carolina Folk Festival. This may include, but is not limited to: the North Carolina Folk Festival website, mobile app, program guide, social media, and email newsletters.

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. 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, and 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, at any time.

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