

## FIRST NIGHT® RALEIGH 2017 CALL FOR FOOD VENDORS

On Saturday, December 31, 2016, downtown Raleigh will come alive as over 50,000 people celebrate the New Year as part of the 26<sup>th</sup> annual First Night Raleigh celebration. Activities will begin with the DIY Celebration from 2:00 – 6:00 PM along Bicentennial Plaza and at the North Carolina Museums of History and Natural Sciences, north of the State Capitol. The Ferris wheel and pirate ride will open at 2:00 PM on Fayetteville Street. At 6:00, the People's Procession leads thousands around the Capitol and down Salisbury and Fayetteville Streets to the Main Stage located on City Plaza for the Early Countdown, Acorn Drop, and Fireworks show at 7:00. Evening performances (from 7:00 to Midnight) will take place in nearly 30 downtown venues including the state museums, various churches and buildings surrounding the Capitol, along Fayetteville Street, and at the Duke Energy Center for the Performing Arts. The Main Stage Countdown to Midnight music will begin at 9:30 PM leading up to 2017! Festivities conclude at Midnight with the Raleigh Acorn Drop and Fireworks!



If you are interested in participating in this year's event, ***please complete the application form found on the next page and return it along with a photo of your setup and a \$200 refundable deposit by 5:00 PM on Monday, October 31, 2016.*** The deposit has increased due to the City of Raleigh's strict rules and regulations regarding cleanliness and overall maintenance of downtown streets. Artsposure reserves the right to reject any applications received after the 5:00 PM deadline. This application is not an agreement of acceptance to participate. All applicants will be notified via email no later than **Friday, November 11**, regarding their application status to First Night Raleigh 2017.

Artsposure will email contracts to all accepted vendors. The \$200 refundable deposit will be cashed at the time of acceptance. The deposit fee will be refunded to you following the festival, provided all festival rules are adhered to, i.e. if you leave a grease stain on the street or sidewalk, your deposit will not be refunded. If your application is not accepted, Artsposure will return your deposit, unless you request to be placed on a waiting list. If all contracts are not received by the contract deadline, waitlisted applicants will be offered open spaces as they become available. *Please note: In accordance with City of Raleigh regulations, ONLY vendors contracted through Artsposure will be allowed to set up and/or vend within the First Night Raleigh festival footprint.*

Artsposure charges a non-refundable booth fee in addition to the deposit fee. **Booth Fees range from \$350 to \$850 depending on booth size, menu offerings, and location.** Vendors located along Fayetteville Street and at the cross streets will be placed in the street, not on sidewalks. Please review the map found on page 4 of this application and select the level(s) or zone(s) for which you are applying. Artsposure selects vendors and determines the placement of vendors based on the needs of the festival.

**A level spaces are reserved for large, full-menu vendors. (Maximum space 30 x 12, Fee = \$850)**

**B level spaces are reserved for medium-sized or limited-menu vendors. (Maximum space 20 x 10, Fee = \$650)**

**C level spaces are reserved for smaller operations. (Maximum space 10 x 10, Fee = \$450)**

**D level spaces will wrap up at 6pm as the DIY Celebration ends at that time. (Maximum 20 x 10, Fee= \$350)**

**Note: Fewer vendors will be placed in the D zone to maximize sales during a high volume yet shorter time span. NO WHEELS are allowed in Bicentennial Plaza.**

**Please ensure that your application is filled out completely, legibly, and accurately, and that a PHOTOGRAPH OF YOUR BOOTH IS ENCLOSED.** Applications without a photograph will NOT be accepted, regardless of any previous participation.

Upon acceptance, please be aware of the following:

- Your full booth fee will be due with your signed contract by 5:00 PM on Friday, December 2, 2016. *If an accepted vendor fails to return their contract and full payment by the deadline, their deposit will not be refunded. They may also be replaced with an alternate vendor at Artsposure's discretion.*
- Vendors are *required* to submit a current copy of a certificate of business liability insurance, listing Artsposure and the City of Raleigh as additional insured.
- Vendors are *strongly encouraged* to place a mat underneath their set up to prevent grease spills.
- NO direct electricity will be provided. Quiet generators are welcome. Please specify the type of generator you'll be using on the application.
- A health department-approved water fill-up site will be provided. *NO direct hookups to water are possible or allowed!*
- Vendors must provide their own ice as needed.

- **NEW TFE APPLICATION PROCESS:** Your TFE application must be submitted through the event coordinator. You must email your TFE application to Emily at [vendors@artsplosure.org](mailto:vendors@artsplosure.org) no later than December 2, 2016. Once your TFE application is submitted to Emily, you are responsible for submitting your \$75 application fee to the Wake County Health Department. Food vendors who serve ice cream, funnel cakes, fudge, cotton candy, candy apples, and donuts DO NOT need this permit. The application can be found [HERE](#) If you have questions about TFE Permits or Wake County Health Department procedures, you may visit the website <http://www.wakegov.com/food/festivals/Pages/tfe.aspx>

### **IMPORTANT DATES**

**Monday, October 31, 2016:** Applications DUE! You may mail or email applications. Must be completely and legibly filled out. Must include photos of your set up and a \$200 application deposit. You may mail or email your application.

**Friday, November 11, 2016:** You will be notified via email of your acceptance or application status. Contracts, maps, and information sheets will follow via email shortly after.

**Friday, December 2, 2016:** Booth fees, signed contracts, and TFE applications are due by 5 PM NO EXCEPTIONS.

**Saturday, December 31, 2016:** FIRST NIGHT RALEIGH 2017 BEGINS!!!

If you have questions regarding this application, please contact Emily in the Artsplosure office at 919-832-8699 ext. 806 or email [vendors@artsplosure.org](mailto:vendors@artsplosure.org).

# First Night® Raleigh 2017 FOOD & BEVERAGE VENDOR APPLICATION

(Please type or print clearly)

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Vending set up:  Trailer  Tent  Pushcart  Food Truck

TOTAL BOOTH SPACE REQUIRED (in feet): \_\_\_\_\_ (long) X \_\_\_\_\_ (deep)

I AM APPLYING FOR A SPACE IN THE FOLLOWING VENDING AREA: 1<sup>st</sup> Choice: \_\_\_\_\_ / Fee: \$ \_\_\_\_\_

*Note: See map for approximate vending locations.  
Requested spaces are not guaranteed; an alternate  
space may be assigned at Artsposure's discretion  
based upon the needs of the festival.*

2<sup>nd</sup> Choice: \_\_\_\_\_ / Fee: \$ \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_ / Fee: \$ \_\_\_\_\_

## **Please list your food and beverage items and their prices.**

*Please include beverages and prices on the application. Include ALL side items, etc. Use additional space as necessary.*

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Proof of insurance is required. Please specify your insurance liability coverage: \_\_\_\_\_

**Describe the generator that you own or will rent for this event:** \_\_\_\_\_

If you are not accepted, do you wish to remain on a waiting list for potential openings?  Yes  No

**RETURN THIS COMPLETED APPLICATION ALONG WITH \$200 DEPOSIT AND PHOTO OF YOUR BOOTH BY 5 PM OCTOBER 31 TO**

Vendor Coordinator / First Night Raleigh / 313 S. Blount Street, Suite 200B / Raleigh, NC 27601

Phone: 919-832-8699 / Fax: 919-832-0890 / email: [vendors@artsposure.org](mailto:vendors@artsposure.org)

# First Night® Raleigh 2017 Map

## Food & Beverage Vendors

