

## FOOD VENDOR CALL FOR LIVE & LOCAL: SPRING FEST 2018

**Artspllosure 2018 – The Raleigh Arts Festival** will last **1 DAY** and will be held on Hillsborough Street near the NCSU Bell Tower.

**Saturday, April 14, 2018** – 11 a.m. to 8 p.m.

This festival is a free outdoor event presented by Artspllosure in partnership with Hillsborough Street Community Service Corporation. This event is in its third year attracting 8,000+ visitors. Live & Local: Spring Fest is conveniently located on Hillsborough Street near the NCSU Bell Tower and University Park neighborhood, serving a diverse audience including families and students! Vendors selling food and novelty will be located near the main stage towards the North Hall Building. Weekend festivities include a Craft Market, musical entertainment of all tastes, family-friendly activities, and much more!



**Music will happen on the Main Stage on Hillsborough Street through the evening on Saturday until 8 p.m. Vendors are required to remain open until 7:00 p.m. on Saturday, but will have the option of remaining open until 8:00 p.m. on Saturday.**

Space is limited. Please carefully read all category requirements and only apply for spaces for which you can meet the space requirements. Please note—locations are general; **vendors should not expect to have an exact placement based on previous years. Booth Fee is based on size of operation, not location!** Space locations are subject to adjustment at Artspllosure's discretion.

**Food vending spaces are broken down into four categories as follows:**

**Category A** vendors are large, full-menu operations, but are 30' x 14' or smaller: **Space Fee \$200.**

**Category B** vendors have more limited menus and are 18' x 12' or smaller: **Space Fee \$175.**

**Category C** vendors sell few items and use pushcarts 5' x 5' or smaller: **Space Fee \$90**

**Hillsborough Street Community Member** vendors who have storefronts on Hillsborough Street: **Free**

**Selections will be made based on:**

**Appearance** – We prefer trucks or trailers. Provide a photograph of your setup with your application (or email to vendors@artspllosure.org), regardless of any prior affiliation with Artspllosure. **Applications without an accompanying photograph will NOT be considered!**

**Menu** – Our goal is to offer the public the widest variety of food choices by avoiding duplication as much as possible among accepted vendors. We seek a balance of festival staples and unique food options.

**Past Compliance** – The compliance to Artspllosure rules and standards by former vendors is heavily considered when selecting the vendors for this festival. However, past participation does not guarantee acceptance. All vendors are given consideration, and new vendors should not hesitate to apply.

We will give equal consideration to all applications received on or before **5 PM, Friday, March 2, 2018**. Artspllosure staff makes decisions regarding vendor selection and placement and all decisions are final. Vendors will be notified of their application status on **Tuesday, March 6, 2018 by 5PM.**

*In addition to the cost of the site, we also require a **\$200 refundable deposit** for each booth space. **Please send the deposit with your application.** If vendor is not accepted to participate at the event, Artspllosure will refund the \$200 deposit within 10 days of notification. For accepted vendors, Artspllosure will refund the deposit following the event, provided vendors adhere to all rules and regulations.*

**Applications submitted without a deposit check will not be considered. You will be notified of application status by March 6, 2018 at 5PM.** If you are not accepted, we will return your check to the address you provided. Please be aware that if you are accepted to the festival and do not return a completed contract, booth fee, and COI by **Friday, April 6, 2018 at 5PM** or notify Artsposure of your inability to participate by the same date, you will forfeit the deposit fee. If you do not show up the festival or cancel your participation less than 10 days before the festival, you forfeit your deposit payment and booth fee.

**You will be responsible for the Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments 15A NCAC 18A 2600 in order to receive a permit from Environmental Services of Wake County on the morning of Saturday, April 14. Temporary Food Establishment guidelines may be found on the Wake County Environmental Services website at: <http://www.wakegov.com/food/festivals>**

***Please be aware of the following, as some guidelines have changed:***

- Vendors are required to supply their own ice.
- For accepted vendors: **Your full booth fee, signed contract and COI with HSCSC listed as Additional Insured are due by 5 P.M., April 6, 2018.** Failure to return the contract and space fee by the April 6 deadline, without notifying Artsposure, will result in forfeiture of the deposit paid.
- **Vendors MUST provide their own generators.** Vendors may NOT use other power sources unapproved by Artsposure. Vendors making excessive noise may be moved or asked to leave the festival. If you have questions regarding this rule, please contact the Artsposure office.
- The Wake County Health Department requires all Temporary Food Establishment (TFE) Vendor applications to be submitted to the Event Coordinator, Emily Henderson by March 27, 2018 at 5PM.

**Dates to remember:**

Friday, March 2, 2018 – Deadline for applications, *must include \$200 deposit and a photo of booth.*

Tuesday, March 6, 2018 – Notification of acceptance to festival; contracts emailed out to accepted vendors.

Monday, March 27, 2018 – Wake County TFE Permit Application Due

Friday, April 6, 2018 – Signed contracts due with full payment to Artsposure, Wake County TFE permit applications, and COI with HSCSC listed as the Additional Insured.

Saturday, April 14, 2018 – Set up begins at 7:00 AM on Saturday for vendors on Hillsborough St. This time is subject to change.

**Please re-read this application carefully and note all of the changes for this year's Live & Local: Spring Fest 2018! Please email [vendors@artsplosure.org](mailto:vendors@artsplosure.org) for the quickest response to all questions, comments, or concerns.**

**Live & Local: Spring Fest 2018 FOOD VENDOR APPLICATION**

PLEASE TYPE OR PRINT CLEARLY!!!

Check which space(s) you are interested in applying for

- I am applying for a A-level (\$200)
- I am applying for a B-level (\$175)
- I am applying for a C-level (\$90)
- I am a Hillsborough Street Member

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

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

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

City/State/Zip: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Type of Set Up:  Trailer  Tent  Pushcart  Food Truck

**Total Space Needed (in feet):** \_\_\_\_\_ X \_\_\_\_\_  
(your full operation must fit within the space provided)

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

Serving Window Location:  Passenger Side  Driver's Side  N/A

Please specify your insurance liability coverage \$ \_\_\_\_\_ / Company - \_\_\_\_\_

**Please list your food and beverage items and their prices.** You may sell non-alcoholic beverages only. Only PEPSI brand soft drinks and water are allowed. Please include beverages on the application. If more space is needed, please use the back of this sheet.

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**Application checklist:**

- Have you filled out the application completely, including selecting which space(s) you're interested in being considered for?
- Have you included the required \$200 refundable deposit check?
- Will your complete operation fit in the space for which you applied?
- Did you include a photo of your set up or email one to vendors@artsplosure.org?
- Did you submit your Certificate of Insurance with Artsplosure listed as the Additional Insured?

**Completed applications must be RECEIVED in our office by 5 P.M. on March 2, 2018.**

**Mail applications with DEPOSIT & PHOTO to:**

Artsplosure Food Vendor Coordinator  
313 S. Blount Street  
Suite 200B  
Raleigh, NC 27601