

FOOD VENDOR CALL FOR ARTSPLOSURE- THE RALEIGH ARTS FESTIVAL 2018

Artsplosure 2018 – The Raleigh Arts Festival will last **2 DAYS** and will be held in downtown Raleigh on:

Saturday, May 19, 2018 – 12 p.m. to 10 p.m.

Sunday, May 20, 2018 – 11 a.m. to 10 p.m.



The festival is a free outdoor event, which annually attracts an audience of up to 80,000 people. Artsplosure events are located along Fayetteville Street. Live musical performances will be happening on Fayetteville Street in front of the Capitol Building. Vendors selling food and novelty will be located near the main stage, the food court area on E. Hargett Street, and near Kidsplosure. Weekend festivities include a juried Art Market of 170+ fine artists, musical entertainment of all tastes, family-friendly activities, and much more!

Music will continue on the Main Stage on Fayetteville Street through the evening on Saturday until 10pm. Vendors are required to remain open until 7:00pm on Saturday and 6:00pm on Sunday, but will have the option of remaining open from 7:00pm until 10:00pm on Saturday and Sunday.

Artsplosure is located in downtown Raleigh and 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. Space Fees are based on menu offerings and size of operation, not location! Space locations are subject to adjustment at Artsplosure’s discretion.**

Food vending spaces are broken down into three categories as follows:

Category A vendors are large, full-menu operations, but are 30’ x 14’ or smaller: **Space Fee \$1350.**

Category B vendors have more limited menus and are 18’ x 12’ or smaller: **Space Fee \$1000.**

Category C vendors sell few items and use tents or kiosks that are 10’ x 10’ or smaller: **Space Fee \$600**

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@artsplosure.org), regardless of any prior affiliation with Artsplosure. **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 Artsplosure 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, Tuesday, February 27, 2018**. Artsplosure staff makes decisions regarding vendor selection and placement and all decisions are final. Vendors will be notified of their application status on Friday, March 2 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, Artsplosure will refund the \$200 deposit within 10 days of notification. For accepted vendors, Artsplosure 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 acceptance on March 2, 2018 by 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 **Thursday, April 19, 2018** or notify Artsplosure 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, May 19. 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 NOT allowed to leave footprint every night due to truck blockades that will put in place by the City of Raleigh. They must leave operation in place the entire 2 days.
- Vendors are required to supply their own ice.
- For accepted vendors: **Your full booth fee, signed contract and COI with Artsposure listed as Additional Insured are due by 5 P.M., April 19, 2018.** Failure to return the contract and space fee by the April 19 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. **Absolutely NO generators will be allowed for vendors located inside Exchange or Market Plaza.** 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 April 19, 2018 at 5PM.

Dates to remember:

Tuesday, February 27 – Deadline for applications, *must include \$200 deposit and a photo of booth.*

Friday, March 2 – Notification of acceptance to festival; contracts emailed out to accepted vendors.

Thursday, April 19 – Signed contracts due with full payment to Artsposure, Wake County TFE permit applications, and COI with Artsposure listed as the Additional Insured.

Saturday, May 19 – Set up begins at 6:30 AM on Saturday for vendors on Fayetteville St.

Please re-read this application carefully and note all of the changes for this year's Artsposure! For your convenience, a map of the new footprint is attached to give you an idea of where vendors will be located. Vendor locations are highlighted in blue and are subject to change by the Artsposure staff. Please email vendors@artsplosure.org for the quickest response to all questions, comments, or concerns.

ARTSPLOSURE 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 (\$1350)
- I am applying for a B-level (\$1000)
- I am applying for a C-level (\$600)

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.

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

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 1, 2018.

Mail applications with DEPOSIT & PHOTO to:

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

ARTSPLOSURE 2017

