

## FOOD CALL FOR LIVE & LOCAL: SPRING FEST 2019

**Live & Local: Spring Fest 2019** is a **1 DAY EVENT** held on Hillsborough Street near the NCSU Bell Tower.

**Saturday, June 8, 2019** – 12 p.m. to 7 p.m.

This festival is a free outdoor event presented by Artsplosure in partnership with Hillsborough Street Community Service Corporation. This event is in its fourth year attracting 7,000+ 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 7:00 p.m. Vendors are required to remain open until 7:00 p.m.

Please note– vendors should not expect to have an exact placement based on previous years. Placement is based on size of operation and items for sale. Space locations are subject to adjustment at Artsplosure'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 10' x 10' or smaller: **Space Fee \$90.**

*Vendors are required to pay a **\$200 refundable deposit AND submit a copy of their COI** for your booth space. Deposit payments must be paid by using the PayPal link found on the Artsplosure website ([www.artsplosure.org/vendors](http://www.artsplosure.org/vendors)) or cash only. Personal Check and Cashier's Check are not allowed. This deposit ensures that vendors follow all rules and regulations regarding cleanliness and overall maintenance of downtown streets. Please send these items with your application by Friday, May 17, 2019. Applications submitted without a deposit check and COI will not be allowed to participate. Late applications will not be accepted.*

**Vendors must submit their application for Live & Local: Spring Fest 2019 by 5PM on Friday, May 17, 2019.** Vendors may email or mail the application to the Vendor Coordinator. *Applications submitted after this deadline will not be able to participate in the event.*

After Vendor application is submitted, the Vendor Coordinator will email Vendor contract. Failure to return the signed contract by **5PM on Friday, May 31, 2019** results in forfeit of Vendor's booth space and deposit. If you do not show up to the festival, or cancel your participation less than 10 days before the festival on May 31, you forfeit your deposit payment.

**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, June 8. 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:***

- Vendors are required to supply their own ice and potable water.
- COIs must list Artsplosure 313 S Blount St. Suite 200B Raleigh, NC 27601 as the Additional Insured.
- **Vendors MUST provide their own silent, inverter generators.** Vendors may NOT use other power sources unapproved by Artsplosure. Vendors making excessive noise may be moved or asked to leave the festival. If you have questions regarding this rule, please contact the Artsplosure office.
- The Wake County Health Department requires all Temporary Food Establishment (TFE) Vendor applications to be submitted to the Event Coordinator, **Emily Henderson by May 31, 2019 at 5PM.**

**Dates to remember:**

Monday, May 17, 2019 – Deadline for applications, *must include \$200 deposit and COI.*

Monday, May 31, 2019 – Signed contracts and TFE Application (if necessary) due.

Saturday, June 8, 2019 – Set up begins at 7:00 AM on Saturday for vendors on Hillsborough St. This time is subject to change.

***Please email the Vendor Coordinator, Emily Henderson, [vendors@artsplosure.org](mailto:vendors@artsplosure.org) for the quickest response to all questions, comments, or concerns.***

**Live & Local: Spring Fest 2019 Food Vendor APPLICATION**

PLEASE TYPE OR PRINT CLEARLY!!!

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

- I am applying for a 10' x 10' space
- I am applying for a 12' x 18' space
- I am applying for a 14' x 30' space

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 items for sale 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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| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

**Application checklist:**

- Have you filled out the application completely?
- Have you included the required \$200 refundable deposit check?
- Will your complete operation fit in the space for which you applied?
- Did you submit your Certificate of Insurance with Artsposure listed as the Additional Insured?
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**Completed applications must be RECEIVED in our office by 5 P.M. on May 17, 2019.**

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

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