

FOOD CALL FOR LIVE & LOCAL: SPRING FEST 2020

Live & Local: Spring Fest 2020 is a **1 DAY EVENT** held on Hillsborough Street near the NCSU Bell Tower.

Saturday, April 18, 2020 – 12 p.m. to 7 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 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 Artspllosure’s discretion.

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

Category A vendors have more limited menus and are 20’ x 15’ or smaller: **Space Fee \$250.**

Category B vendors sell few items and use pushcarts 10’ x 10’ or smaller: **Space Fee \$150.**

*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 Artspllosure website (www.artspllosure.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 2020 by 5PM on February 28, 2020. 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 March 19, 2020** 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 April 18, 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 Artspllosure 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 Artspllosure. Vendors making excessive noise may be moved or asked to leave the festival. If you have questions regarding this rule, please contact the Artspllosure office.
- The Wake County Health Department requires all Temporary Food Establishment (TFE) Vendor applications to be submitted May 1, 2020 via the Wake County TFE online Portal. The application fee of \$75 will be due to the Wake County Environmental Office by **March 20, 2020.**

Dates to remember:

February 28 – Deadline for applications, *must include \$200 deposit, COI and a photo of booth.*

March 1 – Notification of acceptance to festival; contracts mailed out to accepted vendors.

March 19 – Signed contracts due with full payment to Artsposure, and Wake County TFE permit applications.

April 18 – 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, Hannah Liebel, vendors@artsplosure.org for the quickest response to all questions, comments, or concerns.

Live & Local: Spring Fest 2020 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 20' x 15' 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. Please include beverages on the application. If more space is needed, please use the back of this sheet.

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| 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?
- Have you emailed an image of your operation to vendors@artsposure.org

Completed applications must be RECEIVED in our office by 5 P.M. on February 28, 2020.

Mail applications with DEPOSIT & COI to:

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