

North Carolina Pickle Festival

www.ncpicklefest.org

Waylin Area Foundation / Mount Olive Area Chamber of Commerce 123 NW Center Street, Mount Olive, NC 28365 Telephone: 919-658-3113 www.mountolivechamber.com

DATE: January 2, 2018

TO: Potential N.C. Pickle Festival Vendors

FROM: Faith Whitfield, N.C. Pickle Festival Vendor Chairman

Re: 2018 N.C. Pickle Festival - Saturday, April 28

We invite you to participate as a vendor at the N.C. Pickle Festival! The 2018 N.C. Pickle Festival's Main Day is set for Saturday, April 28. Our operating hours this year will be **9 a.m. to 6 p.m.**

With this letter you will find the package for your vendor classification: Commercial, Food, Art/Crafts, Information or Non-Profit Church/Civic. Should you have questions regarding the forms, please email picklefestvendors@gmail.com or call me at (919) 222-2148. You are encouraged to retain a copy of all forms for your personal records. Please take an extra moment to ensure all of your information is accurate and included so you will not delay your application approval.

Last year we added a more efficient and convenient check-in location. Vendor check-in this year will again be held in the parking lot of Mount Olive Family Medicine Center, which is located at 201 North Breazeale Avenue. Drive through, get your booth location, and enter the festival area without having to stop at the Mount Olive Area Chamber of Commerce office first. Note that Mt. Olive Pickle will still provide vendor breakfast on Saturday morning from 6-9 at the Chamber office, 123 N. Center Street.

The deadline for booth applications is Thursday, March 15, 2018. Applications postmarked after March 15, 2018 must include a late fee of \$75. Booth space is limited and applications are reviewed as they are received - provided all appropriate fees and materials are included. We intend to let you know within a few weeks of receiving your completed application whether or not you will be accepted to participate in the 2018 N.C. Pickle Festival. Your space assignment will still be issued at check-in. Please remember that we limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required paperwork is to your benefit.

A few reminders:

- We will again offer ice for vendors during the day Saturday, April 28. Ice will be available for \$5 per 20 lb. bag. Watch for more details at check in.
- The N.C. Department of Revenue requires ALL vendors to report their Certificate of Registration Number as related to sales taxes. Please include this information on your form. We have provided links for more information regarding this requirement on the vendor page of our website, www.ncpicklefest.org.

- All vendors must present a certificate of insurance for 2018. Food vendors and all face painters, among others, will be required to have a certificate of insurance that lists the N.C. Pickle Festival as an added insured. For your reference, we have included samples of a standard certificate of insurance and a certificate with the additional language. The N.C. Pickle Festival will make available user liability insurance coverage for arts and crafts, non-profit, and information vendors for \$70.
- **Food vendors** will deal directly with the Wayne County Health Department regarding requirements and fees. Our contact person at the Health Department is Scott Lewis at scott.lewis@waynegov.com or 919-731-1174. Please contact him with any questions regarding food inspection.
- Application fees are due no later than March 15, 2018. Pay by cashier check or money order payable to:

Waylin Area Foundation 123 NW Center Street Mount Olive, NC 28365

• Personal checks will NOT be accepted and incomplete/inaccurate applications will be returned.

We look forward to receiving your application and hope to see you on April 28, 2018!

Questions? Contact Faith Whitfield at picklefestvendors@gmail.com, or call 919-222-2148.

2018 NORTH CAROLINA PICKLE FESTIVAL VENDOR RULES

APPLICATION DEADLINES: The deadline for all applications is **March 15, 2018**. Those applications postmarked after March 15, 2018 must add a \$75 late fee. Fees are non-refundable.

In addition, **vendors for 2018 will be accepted on a first come, first served basis.** We limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, so the prompt return of your application and required paperwork is to your benefit.

BOOTH SPACE:

- Booth spaces are 10' x 15' including towing tongue. Please take note of the fee for additional space on the Vendor Application.
- No tables, chairs, electrical cords, etc. will be provided.
- Exhibitors will arrange their booths so as to not interfere or obstruct view of other booths.
- Booth spaces are assigned by the NCPF Vendor Committee. There is no guarantee of receiving a particular or requested booth location.
- All vendors are required to utilize a flame resistant tent with their booth.
- Vendors are required to submit a photo of their booth.

PARTICIPANTS:

• Only those individuals who complete all necessary paperwork indicated on the application and receive approval by the NCPF Committee will be allowed to display and sell.

INSURANCE:

ALL vendors at the North Carolina Pickle Festival must provide a certificate of insurance. The
North Carolina Pickle Festival will offer user liability coverage in place of a certificate of insurance
at a cost of \$70 for arts and crafts, information and nonprofit vendors only. Food vendors, ride
operators, those providing animal attractions, and all face painters, among others, must provide
a certificate of insurance that lists the North Carolina Pickle Festival as an additional insured.

INSPECTIONS:

- All Vendors will be inspected by the **Mount Olive Fire Department** and are required to have a fire extinguisher. All Vendors will be required to submit the Fire Protection Permit Application with a \$15 fee before the event. See the Fire Code Requirements for specific information.
- Food vendors are also required to submit a separate application and fee with the Wayne County
 Environmental Health Department before the event.
 http://www.waynegov.com/188/Environmental-Health-Department

FESTIVAL HOURS:

- The 2018 Festival will operate from **9:00 am to 6:00** pm on Saturday, April 28.
- All booths are required to stay open on Saturday from 9:00 a.m. 6:00 p.m. You will be allowed to shut down your booth during festival hours if necessary; HOWEVER no vendors will be allowed to breakdown and physically leave the festival area prior to the 6:00 p.m. closing time. This applies to NON-PROFIT, CIVIC, CHURCH groups, ETC., and CHAMBER MEMBERS as well.
- Due to safety concerns, streets will remain closed to vehicle access from 8:30 a.m. to 6:00 p.m.
 Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated time frame.

SETUP TIMES:

Friday, April 27: 6:00 pm to 8:00 pm
* Friday is a much better time to check in and setup *
Saturday, April 28: 5:00 am to 8:00 am
*Food Vendors must be unloaded and in place by 7am. *
You will be directed to your designated area by the Vendor Committee during these setup periods.
Food Vendors with trailers are strongly encouraged to set up on Friday night.

VENDOR CHECK-IN: NOTE NEW CHECK-IN LOCATION

- Please report to the parking lot of <u>Mount Olive Family Medicine Center, 201 N. Breazeale</u>
 <u>Avenue</u>. There you will be able to get your booth assignment and then enter the festival area without having to go to the Mount Olive Chamber office first.
- You will receive your space assignment at this time.
- PLEASE NOTE: Vendors may NOT check in and set up their booths prior to 6:00 p.m. on Friday. We
 must give our downtown businesses and their customers time to conclude their business for the
 day before blocking streets and parking spaces.
- Note that vendor breakfast will still be provided by Mt. Olive Pickle on Saturday morning from 6-9 at the Mount Olive Chamber Office, 123 N. Center Street.

UNLOADING:

- Unload your vehicle at your space and immediately park your vehicle in a designated lot. You may then return to your booth for set up. Your vehicle must be out of the festival area by 8:30 a.m.
- Do not leave your vehicle parked in the street while you set up. This blocks vendors behind you who are trying to unload.
- Bring as few vehicles as possible into the festival area. This is always a challenge on Festival morning and your cooperation is appreciated in advance.

PERMITS:

- All booths will be provided with a Vendor Permit to be displayed when entering the festival area and on the booth during festival hours.
- All booths will be required to have a copy of the Fire Protection Permit on hand at all times during the festival.
- All vendors are required to have a Certificate of Registration number from the N.C. Department of Revenue, and the certificate must be on display during the festival.
- Food booths are required to display their Food Handling Permit.

POWER:

- No generators are allowed at the 2018 festival.
- 120v Electricity is available for an additional fee and must be indicated on your Vendor Application.
- A limited amount of power is available for vendors and is provided on a first come basis.
- Be sure that all electrical cords are heavy duty and appliances are in excellent condition. The
 North Carolina Pickle Festival reserves the right to take immediate action in any situation where
 equipment, including electrical appliances and extension cords, appear to be substandard or
 unsafe. This action ranges from requiring a vendor to discontinue use of problem equipment to
 shutting down a vendor's operation for the remainder of the day. No refunds will be given if this
 occurs.
- Power will not be available on festival morning to any vendor that has not applied and paid for power in advance with their application.

WATER:

- You must note on your application if you need water under pressure.
- Although there is no charge, a limited number of water connections is available and these are assigned on a first come basis.
- Water connections will not be available on festival morning to any vendor that has not applied and noted their need for water on their original application.

ICE:

• We will again have ice available for sale downtown to vendors Saturday, April 28 at a cost of \$5 per 20-pound bag. Learn more at check-in.

SAFETY: Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun North Carolina Pickle Festival.

- The Mount Olive Fire Inspector will inspect all vendor booths for compliance with the North Carolina Fire Prevention Code. Please review the Fire Code Requirements included with your vendor information package.
- No vendors will be allowed to sell knives, mock guns, poprocks, play cigarettes, inappropriate adult materials, etc.
- The NCPF reserves the right to ask a vendor to discontinue the sale of an inappropriate item on festival day. Food Vendors will be inspected on festival morning by a representative of the Wayne County Health Department and must comply with all requirements to receive a Food Handling Permit.
- The North Carolina Pickle Festival is not responsible or liable for the failure of any vendor to comply with these requirements and fees will not be refunded for failure to pass these inspections.

VENDOR CONDUCT: It is the desire of the North Carolina Pickle Festival Planning Committee for all festival vendors and participants to have an enjoyable day.

- All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors and festival organizers.
- Aggressive and inappropriate conduct and/or contact with festival goers or festival volunteers will
 be addressed by representatives of the NCPF Planning Committee and the Mount Olive Police
 Department if necessary. Vendors failing to modify their conduct or behavior accordingly will be
 asked to shut down booth operations and may return at the end of the festival to pack their
 belongings.
- The NCPF Planning Committee reserves the right to bar vendors exhibiting poor conduct and/or unsafe practices from participating in future pickle festival events.

RELEASE: The NCPF Committee and the Mount Olive Area Chamber of Commerce are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The NCPF Committee or the Mount Olive Area Chamber of Commerce cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The NCPF Committee reserves the right to approve all foods and will limit the number and type of foods and vendor offerings at the festival. All decisions of the NCPF Committee will be final.

Be sure to review the checklist at the bottom of the Vendor Application before mailing. Make cashier check or money order to Waylin Area Foundation, 123 NW Center St., Mount Olive, NC 28365. Deadline for application is **March 15, 2018.**

North Carolina	Pickle	Festival	Vendor	Rules
Page 4 of 3				

Only those who have completed the requirements will be allowed to participate in the North Carolina

Pickle Festival. You will be notified within a few weeks of submitting your completed application as to whether you have been accepted to participate in the North Carolina Pickle Festival.

VENDOR AGREEMENT TO THE RULES OF THE NORTH CAROLINA PICKLE FESTIVAL:

ENDOR AGREEMENT TO THE ROLES OF THE NORTH CAROLINA FICKLE FESTIVAL.								
My signature verifies that I have read and understar my fees are non-refundable. (Make a copy of this si	nd this agreement of participation. I understand that gned document for your records.)							
Print name of organization and your name								
Signature	Date							

COMMERCIAL VENDOR APPLICATION

2018 North Carolina Pickle Festival

April 28, 2018 from 9:00 am - 6:00 pm

Application Deadline: March 15, 2018	Date of Application					
(After this date, a late fee will be charged) N.C. De	C. Department of Revenue Certificate of Registration Number:					
Business name	Contact Perso	on				
Address	City	StateZip				
Daytime Telephone ()	Evoning Tolonhono (1				
Daytille releptione ()	Evening relephone (_)				
Email address:						
	festival correspondence will b	•				
Website Address (if applicable)						
COMMERCIAL VENDOR List major items for sale (no knives, mock guns, po	oprocks, play cigarettes, etc.)					
1.	2.					
2	4					
3.	4.					
Will you be parking a trailer in your space(s)?	(Yes or No) If yes,	how long is your set up, including tongue?				
COMMERCIAL VENDOR FEES						
Space size is 10' X 15' including towing tongue (#	# of spaces)	x \$ 230 =				
CHAMBER MEMBERS – NO CHARGE FOR ONE (1)						
Number of 120 volt/20 amp circuits needed (no ge	enerators allowed)	x \$50 =				
Late Fee - Add \$75, if postmarked after March 1	5, 2018	x \$75 =				
		Total Enclosed =				
The following	items must be included wit	h your application:				
Copy of certificate of insura	nce. (Required)					
# of 120 volt/20 amp circuit	s needed					
Water, if needed						
Signed copy of Vendor Rule	S					
Photo of display						
Signed copy of the Fire Code	e Requirements					
Cashier check or money ord	ler for Fire Permit, made pay	able to Town of Mount Olive				
All other fees by <u>cashier che</u>	<mark>eck or money order</mark> made pa	ayable to:				
Waylin Area Foundation, 12	23 NW Center St., Mount Oliv	ve, NC 28365				

North Carolina Pickle Festival is sponsored by the Mount Olive Area Chamber of Commerce.

The NCPF Committee reserves the right to approve all vendors.

Town of Mount Olive Fire Code Enforcement

PHONE 919-658-3243

FAX 919-658-9996

FIRE PROTECTION PERMIT APPLICATION NORTH CAROLINA PICKLE FESTIVAL

Directions:

- 1. Submit this completed form with your vendor application to the Waylin Area Foundation.
- 2. Include a check for \$15 for the inspection/permite fee, payable to the Town of Mount Olive
- 3. Bring a copy of this completed permit with you to the N.C. Pickle Festival.

Business name		Contact per	Contact person			
Address	3	City	State	Zip		
Daytimo	e Telephone ()	Evening Telephone ()			
Descrip	tion of Work:					
		ese requirements by order of the Mountaince with the North Carolina Fire Pre		nspector		
1.	An unobstructed fire access road sha	all have a width of no less than twenty i	feet.			
2.	Fire apparatus access roads shall not	be obstructed in any manner, including	ng the parking o	of vehicles		
3.	All vendors shall have a 2-A:10 - B:0	C fire extinguisher (dry chemical ABE e	extinguisher)			
4.	All vendors using cooking equipments have both a 2-A:10 - B:C AND a Cl	ent involving grease, vegetable oil or a ass K portable fire extinguisher.	animal oils and	d fats, shall		
5.	All tents, canopies and tarps shall be flame retardant in an approved man:	e composed of flame resistant material oner and labeled or certified as such.	or shall be treat	ted with a		
6.	All compressed gas containers, cylin	ders and tanks shall be secured to prev	ent falling.			
	Call the Mount Oliv	re Fire Department at 919-658-3243 fo	or further info	ormation.		
sentativ		nply with all requirements. I understart and that if I am not allowed to partici				
	dersigned makes applications for perm al codes and laws regulating to the wo	nits and inspection of work described a rk.	and agrees to co	omply with all applicable state		
<u>Please</u>	make a copy of this signed document	t. A copy must be on hand during the f	festival in orde	r to operate. NO EXCEPTIONS.		
Applica	nts Name (printed)					
Applica	nts Signature					



SAMPLE

Standard

MTOLI-2

OP ID: LG

DATE (MM/DD/YYYY)

CERTIFICATE OF LIABILITY INSURANCE

09/25/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Scott Ins (Greensboro) 628 Green Valley Road Ste. 306 Greensboro, NC 27408 Bret Grieves-Greensboro							
			INSURER(S) AFFOR	DING COVERAGE	NAIC #		
			INSURER A : Zurich American Ir	ns Co (A+)	16535		
Mount Olive Pickle Company Dan Bowen, CFO PO Box 609 Mount Olive, NC 28365-0609		INSURER B : Hanover Insurance	Company (A)	22292			
		INSURER C :					
		INSURER D:					
		INSURER E:					
			INSURER F:				

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD

INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S			
	GENERAL LIABILITY						EACH OCCURRENCE	\$	1,000,000		
Α	X COMMERCIAL GENERAL LIABILITY			GLO 3433286-09	10/01/2013	10/01/2014	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000		
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$	10,000		
	50 TO 100						PERSONAL & ADV INJURY	\$	1,000,000		
	X Per Loc Agg.						GENERAL AGGREGATE	\$	2,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	2,000,000		
	POLICY PRO- X LOC							\$			
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000		
Α	X ANY AUTO			BAP 3433287-09	10/01/2013	10/01/2014	BODILY INJURY (Per person)	\$			
	ALL OWNED SCHEDULED AUTOS				0.17 - 1 (2.00 - 0.00 -			BODILY INJURY (Per accident)	\$		
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$			
								\$			
	X UMBRELLA LIAB X OCCUR		1100000				EACH OCCURRENCE	\$	25,000,000		
В	EXCESS LIAB CLAIMS-MADE			UH6-8879584-04	10/01/2013	10/01/2014	AGGREGATE	\$	25,000,000		
	DED X RETENTION\$ 0							\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU- TORY LIMITS ER				
Α	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A		WC 3433285-09	10/01/2013	10/01/2014	E.L. EACH ACCIDENT	\$	1,000,000		
	(Mandatory in NH)] N/A	N/A	/ A					E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000		

DESCRIPTION OF OF ENAMONS / ESCRIPTIONS / VEHICLES (Attactif ACOND 101, Auditional Remarks Schedule, if India space is required)

CERT	IFICAI	E HOLDER	

WAYLINA

CANCELLATION

Waylin Area Foundation 123 North Center St. Mt. Olive, NC 28365 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bret D. Giew

CERTIFICATE OF LIABILITY INSU

DATE (MM/DD/YYYY)

12/03/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PKU				PHONE 104016	558-8585	FAX	(919)6	558-8587
	Brewer Insurance Servi	ces, i	nc.				(0.10)	100 0001
	PO Box 539			ADDICEOU.		surance.com		
	Mount Olive, NC 28365			INS	URER(S) AFFOR	DING COVERAGE		NAIC#
				INSURER A: XYZ I	NSURANC	ECOMPANY		
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	WAYLIN AREA FOUND			INSURER C:				
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	MOUNT OLIVE, NC 283		流	INSURER E :				
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	X COMMERCIAL GENERAL LIABILITY					MED EXP (Any one person)	s	5,000
	CLAIMS-MADE X OCCUR							1,000,000
						PERSONAL & ADV INJURY	\$	
						GENERAL AGGREGATE	\$	2,000,000
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	X POLICY PRO- JECT LOC			8.1			\$	
Α	AUTOMOBILE LIABILITY		XYZ 0420141	04/01/2014	04/01/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person)	\$	1,000,000
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							\$	
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Α	AND EMPLOYERS' LIABILITY Y/N		XYZ 0420143	04/01/2014	04/01/2015		Teat .	100,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				E.L. EACH ACCIDENT	\$	500,000
	(Mandatory in NH)					E.L. DISEASE - EA EMPLOYE	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$	100,000
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AUTHORIZED REPRESENTATIVE

MOUNT OLIVE, NC 28365

(WBW)