



North Carolina Pickle Festival, Inc.

www.ncpicklefest.org

123 NW Center Street, Mount Olive, NC 28365

Telephone: 919-658-3113

DATE: December 1, 2018
TO: Potential N.C. Pickle Festival Vendors
FROM: Faith Whitfield, N.C. Pickle Festival Vendor Chairman
Re: **2019 N.C. Pickle Festival - Saturday, April 13**

We invite you to participate as a vendor at the N.C. Pickle Festival! The 2019 N.C. Pickle Festival's Main Day is set for Saturday, April 13. **Note that this is two weeks earlier than our traditional date.** (We moved it earlier to accommodate a conflict with the Wings Over Wayne Air Show at nearby Seymour Johnson Air Force Base.) 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.

Other changes for 2019:

- **You are no longer required to send a cashier's check or money order as payment. Personal or business checks will be accepted.**
- **Checks should be made payable to the North Carolina Pickle Festival, Inc., and certificates of insurance should specify North Carolina Pickle Festival, Inc. in place of Waylin Foundation. Address: 123 N. Center Street, Mount Olive, NC 28365.**

Saturday vendor check-in this year remains 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 Friday, March 1, 2019. Applications postmarked after March 1 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 2019 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.

-more-

A few reminders:

- **We will again offer ice** for vendors during the day Saturday, April 13. 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 again present a certificate of insurance for 2019.** Food vendors and all face painters, among others, will be required to have a certificate of insurance that lists **the N.C. Pickle Festival, Inc.**(without the Waylin Foundation) 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 1, 2019. Pay by check or money order payable to:**

North Carolina Pickle Festival, Inc.
123 NW Center Street
Mount Olive, NC 28365
- Incomplete/inaccurate applications will be returned.

We look forward to receiving your application and hope to see you on April 13, 2019!

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

COMMERCIAL VENDOR APPLICATION

2019 North Carolina Pickle Festival

Saturday, April 13, 2019 from 9:00 am – 6:00 pm

NOTE EARLIER DATE FOR 2019

Revised 11-29-18

Application Deadline: **March 1, 2019**

(After this date, a late fee will be charged)

Date of Application _____

N.C. Department of Revenue Certificate of Registration Number: _____

Business name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Daytime Telephone (____) _____ Evening Telephone (____) _____

Email address: _____

(Note: all written festival correspondence will be handled by email)

Website Address (if applicable) _____

COMMERCIAL VENDOR

List major items for sale (no knives, mock guns, poprocks, play cigarettes, etc.)

1. _____
2. _____
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) SPACE

Number of 120 volt/20 amp circuits needed (no generators allowed)

_____ x \$50 = _____

Late Fee - Add \$75, if postmarked after March 1, 2019

_____ x \$75 = _____

Total Enclosed = _____

The following items must be included with your application:

_____ Copy of certificate of insurance. (Required)

_____ # of 120 volt/20 amp circuits needed

Water, if needed

_____ Signed copy of Vendor Rules

_____ Photo of display

_____ Signed copy of the Fire Code Requirements

_____ Check or money order for Fire Permit, made payable to Town of Mount Olive

_____ **All other fees by check or money order made payable to: *Note New Payable Information***

North Carolina Pickle Festival, Inc., 123 NW Center St., Mount Olive, NC 28365

The NCPF Committee reserves the right to approve all vendors.

2019 NORTH CAROLINA PICKLE FESTIVAL VENDOR RULES

APPLICATION DEADLINES: The deadline for all applications is **March 1, 2019**. Those applications postmarked after March 1 must add a \$75 late fee. Fees are non-refundable.

In addition, **vendors for 2019 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, Inc.** (without the Waylin Foundation) as an additional insured. Address, 123 N. Center Street, Mount Olive, NC 28365.

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/page/136>

FESTIVAL HOURS:

- The 2019 Festival will operate from **9:00 am to 6:00 pm** on Saturday, April 13.
- 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, ETC. groups and CHAMBER MEMBERS as well.
- Due to safety concerns, streets will remain closed to vehicle access on Saturday 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 frames.

SETUP TIMES:

Friday, April 12: 6:00 pm to 8:00 pm * Friday is a much better time to check in and setup *
Saturday, April 13: 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:

- **Friday Night Check In:** Please report to the Mount Olive Area Chamber of Commerce Office at 123 NW Center, Mount Olive, NC, upon your arrival, for setup information. You may also be met in person by a Vendor Committee representative depending upon your arrival time.
- **Saturday Check In:** Please report to the parking lot of **Mount Olive Family Medicine Center, 201 N. Breazeale Avenue**. 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 Check In only.
- 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.
- The Vendor Breakfast will 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. Saturday.**
- 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 2019 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 are 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 13 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 Planning 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. **The festival will accept personal or business checks for vendor booths in 2019. Make your check payable to the North Carolina Pickle Festival, Inc.** 123 NW Center St., Mount Olive, NC 28365. Deadline for application is **March 1, 2019.**

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:

My signature verifies that I have read and understand this agreement of participation. I understand that my fees are non-refundable. (Make a copy of this signed document for your records.)

Print name of organization and your name

Signature

Date

Town of
Mount Olive
FIRE CODE ENFORCEMENT
PHONE 919-658-3243 FAX 919-658-9996

FIRE PROTECTION PERMIT APPLICATION
NORTH CAROLINA PICKLE FESTIVAL

Send this completed form along with your
check of \$15 for permit/inspection fee to:

Town of Mount Olive
Attn: Fire Dept. - NC Pickle Festival
PO Box 939
Mount Olive, NC 28365

Make checks payable to:
Town of Mount Olive

Business name _____ Contact person _____

Address _____ City _____ State _____ Zip _____

Daytime Telephone (____) _____ Evening Telephone (____) _____

Description of Work: _____

**You must fulfill these requirements by order of the Mount Olive Fire Inspector
in accordance with the North Carolina Fire Prevention Code**

1. An unobstructed fire access road shall have a width of no less than twenty feet.
2. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles
3. All vendors shall have a 2-A:10 - B:C fire extinguisher (dry chemical ABE extinguisher)
4. **All vendors using cooking equipment involving grease, vegetable oil or animal oils and fats, shall have both a 2-A:10 - B:C AND a Class K portable fire extinguisher.**
5. All tents, canopies and tarps shall be composed of flame resistant material or shall be treated with a flame retardant in an approved manner and labeled or certified as such.
6. All compressed gas containers, cylinders and tanks shall be secured to prevent falling.

Call the Mount Olive Fire Department at 919-658-3243 for further information.

I have read the above and am prepared to comply with all requirements. I understand that my booth will be inspected by a representative of the Mount Olive Fire Department and that if I am not allowed to participate at the NC Pickle Festival, there will be no refund of my Vendor Fees.

The undersigned makes applications for permits and inspection of work described and agrees to comply with all applicable state and local codes and laws regulating to the work.

Please make a copy of this signed document. A copy must be on hand during the festival in order to operate. NO EXCEPTIONS.

Applicants Name (printed) _____

Applicants Signature _____

Date ____ / ____ / ____