



North Carolina Pickle Festival, Inc.

www.ncpicklefest.org

123 NW Center Street, Mount Olive, NC 28365

Telephone: 919-658-3113

DATE: January 1, 2020
TO: Potential N.C. Pickle Festival Vendors
FROM: Faith Whitfield, N.C. Pickle Festival Vendor Chairman
Re: **2020 N.C. Pickle Festival - Saturday, April 25**

We invite you to participate as a vendor at the N.C. Pickle Festival! The 2020 N.C. Pickle Festival's Main Day is Saturday, April 25. Our operating hours this year will be 9 a.m. to 6 p.m.

We are working to make your experience smoother. Among the updates and traditional offerings:

- Online vendor application and payment! New! To apply online, go to www.ncpicklefest.com/vendors.
- Personal and business checks are now accepted for mailed applications.
- Ice will again be available for sale to vendors, \$5 per 20 lb. bag. (Pay at the information booth.)
- Saturday vendor check-in in the parking lot of Mount Olive Family Medicine Center, **201 North Breazeale Avenue**. Receive your booth assignment at check-in.
- Free Vendor Breakfast Saturday morning from 6:30-9 at the Mount Olive Chamber, 123 N. Center Street.

Safety is also important, and for 2020 we are implementing several new initiatives:

- A Mount Olive Fire Department requirement to anchor all tents and canopies. (See the fire permit for details.)
- An evacuation plan in cases of dangerous weather or unforeseen safety incident. (We'll have more details in place by festival time.)

A few reminders for 2020:

- 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.
- All vendors must again present a certificate of insurance for 2020. See the vendor rules for details.
- Application deadline is **March 15, 2020**. Apply early, as we take vendors on a first-come, first served basis.

Should you have questions regarding the forms, please email <mailto: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.

We look forward to receiving your application and hope to see you on April 25, 2020!

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

2020 NORTH CAROLINA PICKLE FESTIVAL VENDOR RULES

APPLICATION DEADLINE: The deadline for all applications is **March 15, 2020**. Those applications postmarked or submitted online after March 15 must add a \$75 late fee. Fees are non-refundable.

The North Carolina Pickle Festival accepts vendors 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 documents is to your benefit.

BOOTH SPACE:

- Booth spaces are 10' x 15' including towing tongue.
- Vendors are responsible for providing their own tables, chairs, electrical cords, etc.
- Exhibitors must arrange their booths so as to not interfere or obstruct view of other booths.
- The NCPF Vendor Committee assigns booth spaces. There is no guarantee of receiving a particular or requested booth location.

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.

- **ALL** vendors are required to have a fire extinguisher and utilize a flame resistant tent with their booth. **New this year is a requirement to anchor tents, tarps and canopies to withstand wind and prevent collapse.**
- The Mount Olive Fire Inspector will inspect all vendor booths for compliance with the North Carolina Fire Prevention Code. Vendors must submit the Fire Protection Permit Application with a \$15 fee with their applications. Please review the Fire Code Requirements included with your vendor information package.
- Vendors may not sell knives, mock guns, pop rocks, play cigarettes, inappropriate adult materials, etc.
- An inspector from the Wayne County Health Department will inspect food vendors on festival morning. Food vendors must comply with all requirements to receive a Food Handling Permit, and they must submit a separate application and fee with the **Wayne County Environmental Health Department** prior to the festival. <http://www.waynegov.com/page/136>
- Electrical cords must be heavy duty with no visible signs of damage, and appliances must be in excellent operating condition.
- The North Carolina Pickle Festival is not responsible or liable for the failure of any vendor to comply with these safety requirements, and it reserves the right to take any action, up to and including shutting down a vendor's operation for the remainder of the day for failure to comply. No refunds will be given in these cases.

PARTICIPANTS:

- Only those individuals who submit all necessary documents indicated on the application and receive approval by the NCPF Committee may display and sell.

FREE BEVERAGES

- Vendors are prohibited from distributing free beverages (bottled water, canned sodas, etc.), as this creates problems for vendors selling these items.

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.

FESTIVAL HOURS:

- The Festival operates from 9:00 am to 6:00 pm on Saturday, April 25.
- All booths are required to stay open on Saturday from 9:00 am - 6:00 pm. Vendors are allowed to shut down their booths during festival hours if necessary. *Vendors should not breakdown and physically leave the festival area prior to the 6:00 pm 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 am to 6:00 pm. Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated timeframes.

SETUP TIMES:

Friday, April 24: 6:00 pm to 8:00 pm * Friday is a much better time to check in and setup *
Saturday, April 25: 5:00 am to 8:00 am * Food Vendors must be unloaded and in place by 7am. *
The Vendor Committee will direct vendors to their spaces 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. Vendors 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 receive 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 enough 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. Please be mindful of others and do not block access for unreasonable amounts of time. **Your vehicle must be out of the festival area by 8:30 a.m. Saturday.**

PERMITS:

- All booths must display the provided Vendor Permit 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:

- Generators are not allowed.
- 120v Electricity is available for an additional fee and must be indicated on your Vendor Application. A limited amount of power is available on a first come basis.
- 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:

- Although there is no charge, a limited number of water connections are available and 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:

- Ice is available for sale downtown to vendors Saturday, April 25 at a cost of \$5 per 20-pound bag. Learn more at check-in.

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 visitors, fellow vendors and festival organizers.
- Aggressive and inappropriate conduct and/or contact with festival visitors or volunteers will be addressed by representatives of the North Carolina Pickle Festival, Inc., and if necessary the Mount Olive Police Department.
- 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 North Carolina Pickle Festival, Inc., the Mount Olive Area Chamber of Commerce, and festival sponsors are not liable for damages, injury or loss to any person or goods from any cause whatsoever, nor for any claims for damage, injury or loss arising out of or in connection with use of space or grounds at the festival. All decisions of the North Carolina Pickle Festival, Inc. and its organizers are 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 2020. Make your check payable to the North Carolina Pickle Festival, Inc.** 123 NW Center St., Mount Olive, NC 28365. Online applications and payment are available at www.npicklefest.org. Deadline for applications is **March 15, 2020**.

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

SPONSOR VENDOR APPLICATION

2020 North Carolina Pickle Festival - April 25, 2020 from 9:00 am – 6:00 pm

Application Deadline: **March 15, 2020**

Date of Application _____

NC 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) _____

SPONSOR VENDOR Describe your booth – the information/service you will be offering and/or items to be raffled. Food vendors: a sample menu **MUST** be included here and/or attached.

Will you be parking a trailer in your space(s)? _____ (Yes or No) If yes, how long is your set up, including tongue? _____

Space size is 10' X 15' including towing tongue

SPONSOR VENDOR FEES	Sponsor Level	King Kosher Dill (\$1,000-\$2,499)	1 Space _____
		Bread & Butter (\$2,500-\$3,999)	1 Space _____
		Zesty Kosher Dill (\$4,000-\$4,999)	Up to 2 Spaces _____
		Presenting (\$5,000 and up)	Up to 2 Spaces _____
	Chamber Member		1 Space _____
	Total No. of FREE Spaces Planned		_____

# of any additional, paid spaces	x \$55 =	
Number of 120 volt/20 amp circuits needed (no generators allowed)	x \$50 =	
User Liability Insurance Policy, if purchased through the N.C. Pickle Festival	x \$70 =	
Total Enclosed =		

The following items must be included with your application:

_____	# of 120 volt/20 amp circuits needed
_____	A certificate of liability insurance (unless insurance is purchased through the N.C. Pickle Festival.) Note: Commercial, Food, and Non-Profit Vendors selling hot/cold prep food must provide a certificate of liability listing the N.C. Pickle Festival as an added insured.
_____	Signed copy of Vendor Rules
_____	Signed copy of the Fire Code Requirements
_____	Check or money order for Fire Permit, made payable to Town of Mount Olive
_____	Photo of booth
_____	All other fees, by check or money order , made payable to: North Carolina Pickle Festival, Inc., 123 NW Center St., Mount Olive, NC 28365

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

FOR ONLINE APPLICATIONS

Print, complete, scan and submit this form with your online application as directed. You will be charged the \$15 permit fee in your online payment.

FOR MAILED APPLICATIONS

Print, complete and mail this form along with your \$15 check 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

Be sure to bring a copy of your completed permit with you to the NC Pickle Festival for your fire inspection!

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; **AND, shall be adequately anchored at all four corners to withstand the elements of weather and prevent collapsing. Examples of weights include 5-gallon buckets with water or sand, sand bags and gym weights at least 15 lbs. each.**
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 _____ / _____ / _____