

Harrisburg July 4th Celebration

Monday, July 3, 2023 - 4pm to 10:00pm

Tuesday, July 4, 2023 - 4pm to 11:00pm

2023 Food Vendor Application



Business Name: _____

Contact Name: _____

Address: _____

City & State: _____ Zip: _____

Phone: _____ Email: _____

NC Sales Tax ID#: _____

Describe in detail the contents of your booth (please be specific). If you are approved as a vendor, items not listed below will not be eligible for display in your booth.

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE A SPACE

VENDOR BOOTH SPACES ARE 10' X 10'. BOOTH FEE IS \$425 FOR THE FIRST SPACE. \$100 FOR EACH ADDITIONAL SPACE (INCLUDES ELECTRICITY).

****There is a 2% convenience fee applied to all card payments****

First 10'x10' space: _____ x \$425 = \$ _____

Number of additional spaces: _____ x \$100 = \$ _____

Total Enclosed: _____ \$ _____

Fees include Electricity. Please denote what your electrical needs are:

110v 20 amps: _____

120/240v 30 amps: _____

120/240v 50 amps: _____

Please describe your electrical needs: _____

Please make checks payable to:

Town of Harrisburg

Please mail application and payment to:

Harrisburg Parks and Recreation
Harrisburg July 4th Celebration
PO Box 100
Harrisburg, NC 28075

Office Use Only:

Date Received:

Approved / Denied by:

Date Notified:

Cash / Credit / Check #: _____

COI Submitted: Yes / No

Menu Submitted: Yes / No

I agree that I have read, understood and agree to follow all rules and regulations of the 2023 Harrisburg July 4th Celebration. I agree to hold harmless the Town of Harrisburg, it's employees, agents, volunteers, and sponsors from any and all claims, liabilities, costs, expenses, and damages which may result from my participant in this event. I further understand that no generators are allowed.

Printed Name: _____ Signature: _____ Date: _____

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2023 Food Vendor Rules & Regulations:

- 1. APPLICATION PROCESS:** Application deadline is June 14, 2023 or once all spots are full. Once you have been approved as a vendor, no refunds will be issued. No exceptions. Any items that can be consumed on site is considered food and this application must be submitted in order to be considered for a space. Submission of this application does not guarantee a space. A limited number of food booths are available. All food sold must be approved. Applicants must submit (with their application) at least one photo of your booth or trailer, and a detailed menu of items you intend to serve including prices. Any deviation from the menu/prices submitted will not be allowed. **Proof of General & Product Liability insurance with a minimum of \$1,000,000 with the Town of Harrisburg being listed as Additional Insured (if your application is approved) is required.** No application will be accepted without the complete application, photos and fee. If your application is not approved, your check will not be cashed and it will be returned. Accepted vendors will be sent the appropriate information for Health Department inspections. Priority may be given to previous vendors in good standing with the Town of Harrisburg.
- 2. RESTRICTED ITEMS:** The following items are banned from sale: **Any type of animal or pet, snap-N-pops, cap guns or rockets, disappearing ink, crazy foam or silly string, stink bombs, water and marshmallow guns or rockets, knives, guns and/or any other weapons (including replica weapons).** Only authorized food vendors are permitted to sell food and drinks. Unauthorized sale of food/drink items will result in automatically closing your booth for the remainder of the festival.
- 3. BEVERAGES SOLD:** No drinks are to be sold in glass bottles. The sale of alcohol is prohibited.
- 4. LOCATION:** The festival is located at Harrisburg Park: 191 Sims Parkway, Harrisburg NC 28075 - off Highway 49 and Morehead Road. Vendors may be set up on asphalt or concrete and/or grass. **Some areas may not be level.** In your best interest, a tent should be used for protection from the heat and sunlight. The event will be held rain or shine, provided the weather does not present safety issues.
- 5. SPACE ASSIGNMENTS:** All approved vendors will be assigned a space. All vendors must provide their own tents, tables, chairs, extension cords, cables, etc. If you are given a vendor spot on cement or asphalt, **DO NOT** drive stakes into the cement or asphalt. Any vendor doing so will be required to remove them and will be billed by the Town of Harrisburg for repairs. Tents must be weighted down with sand bags if on cement or asphalt. If on grass, tents must be staked down. If you need more than the allotted 10'x10' space for display, you must purchase another space.
Those with trailers must include tongue length into space size. Stock trailers are not permitted on festival grounds. The Parks & Recreation Department has sole discretion on placement and moving of vendor booths/stands. You must confine your business to the specific area you rent. There will be no soliciting, signage or handing out of written materials by any organization, groups, or individuals outside of the space that has been leased. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by the Harrisburg Parks & Recreation Department.
- 6. SUBLEASING:** Subleasing or any other type of transfer of contracted space is PROHIBITED. Once a space has been assigned, you will not be permitted to move to a different location without permission from the Harrisburg Parks & Recreation Department. There will be no prorated spaces. If full payment is not received by the due date stated on the contract, vendor's space will be released and a contract will be generated to the next approved vendor on the waiting list.

7. **SET UP:** Food vendors may begin their set up on July 2nd from noon until 5pm. Set up will continue on July 3rd from 8am until 11am. Food vendors must be set up and ready for inspections by 11am on July 3rd. If you miss the inspection, you will not be allowed to sell. The Fire Marshal and Health Inspector will make the appropriate inspections at that time. If you arrive late, your space will not be available. Set up is not allowed after the event has started. Please unload your vehicle at your space and immediately park your vehicle in the designated parking area; then return to your vendor space to complete your set up. No vehicles will be allowed in festival area after you set up. All vendor signs, menus and price tags must be printed. No handwritten signs/ menus will be allowed. Sandwich boards are not allowed without written permission from the Harrisburg Parks and Recreation Department.
8. **CLEAN UP:** You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans. **Vendors must NOT pile up trash/boxes behind or next to your area.** Your vendor area should remain neat and clean through the duration of the event. All trash / waste must be disposed of at the end of the event. By not doing so, you may lose the opportunity to be a food vendor at future events with the Town of Harrisburg Parks and Recreation department.
9. **BREAK DOWN:** All vendors are expected to be on site during all hours of the festival. **Booths may not be dismantled until the festival closes at 11:00pm on July 4th.** Vehicles will not be allowed onto festival property until pedestrian traffic has cleared after the fireworks.
10. **INSPECTIONS:** All food vendors are required to obtain a permit from the Cabarrus Health Alliance at least 15 days prior to the event. Food vendors must have a Type A, B, C fire extinguisher and if cooking with grease, must have a Type K fire extinguisher. The Cabarrus Health Alliance will be inspecting all food preparation areas prior to the festival. The Fire Marshal will be inspecting all food units for compliance with all Fire Codes. Any tents used may be certified "flame retardant." By signing this agreement, all food vendors are agreeing to adhere to the Cabarrus Health Alliance Guidelines and Fire Codes. Cabarrus Health Alliance: 704-920-1333. Harrisburg Fire Marshal: 704-454-3574.
11. **NOTICE:** Harrisburg Parks & Recreation reserves the right to accept or reject any application. We also reserve the right to remove any vendor that does not follow the rules and regulations as established for this event. No exclusives without written permission from the Parks & Recreation Department.
12. **COMMUNICATION:** The majority of communication in regards to vending at this event will be sent via electronic mail. Please be sure to call the office if you are not receiving email updates. Be sure to provide a legible email on the top portion of the Food Vendor application. Failure to comply with rules/regulations/updates sent via email will result in dismissal from the event. It is the vendor's responsibility to regularly check email for important updates.
13. **LIMITATIONS:** No pets are allowed in the park during the event. Alcoholic beverages and illegal substances are not allowed on Park property. Any vendor or patron found under the influence or in possession of alcohol or illegal substances will be required to leave the premises immediately. They will not be allowed access to the park for the duration of the event and will be subject to arrest. No refunds will be given to anyone who is removed from the property. No exceptions. All Cabarrus County Parks and Town of Harrisburg Parks are Tobacco Free.
14. **QUESTIONS:** If you have any questions about the Harrisburg July 4th Celebration, please contact Harrisburg Parks & Recreation at (704) 455-7275 or email Shawn Marble at smarble@harrisburgnc.org OR Visit us online at www.HarrisburgJuly4th.com