

Waylin Area Foundation

123 N. Center Street Mt. Olive, N.C. 28365

T:919-658-3113 F:919-658-3125

moacc@bellsouth.net www.ncpicklefestival.org



January 11, 2008

Dear Vendor:

Thank you for your interest in the 2008 North Carolina Pickle Festival scheduled for Saturday April 26, 2008. Festival hours this year will be from 9:00 am to 5:00pm. We are excited about our 22nd annual Pickle Festival and look forward to a fun and profitable day for all.

Enclosed with this letter you will find the following vendor package information: 1) Vendor Rules 2) Insurability Form 3) Application 4) Temporary Food Stand Evaluation Checklist 5) Health Department Rules 6) Fire Code Requirements Please read all of this information carefully for requirements and changes.

The deadline for booth applications is **April 1, 2008**. Applications postmarked after April 1 must include a \$50 late fee. Booth space is limited and applications are reviewed as they are received provided all appropriate fees and materials are included. We are not able to hold booth space for incomplete or late applications.

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 your application and required paperwork is appreciated. Confirmation of acceptance and the information you will need to participate in the festival will be mailed in late March/early April. For your information, our Chamber member motels are Sleep Inn at 919.658.1002, Southern Belle Motel at 919.658.9404—both are located in Mount Olive.

Checklist of items to be returned to the NC Pickle Festival: (make a copy for your records)

- Signed copy of the Vendor Rules
- Participant Insurability Form with Liability Insurance Certificate or \$50.00 fee if
Appropriate (Food vendors must have a Liability Insurance Certificate)
- Completed Vendor Application Form
- Signed Temporary Food Stand Evaluation Checklist for Food Vendors
- Signed Fire Code checklist for all Vendors
- Self addressed/stamped envelope with \$.82 postage
- Mark electrical requirements (if needed) (*no generators are allowed*)
- Photo of display

All fees (Pay by cashiers check or money order only, payable to the Waylin Area Foundation, mail to 123 N. Center Street, Mount Olive, NC 28365) Personal checks will NOT be accepted and incomplete/inaccurate applications will be returned.

We look forward to seeing you April 26!!

NCPF Vendor Committee

North Carolina Pickle Festival Vendor Application

April 26, 2008, 9:00 a.m. – 5:00 p.m.

(Application Deadline: April 1, 2008)

Business name _____ Contact person _____

Address _____ City _____ State _____ Zip _____

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

Email address: _____ Website address (if applicable) _____

Commercial Vendor

List major items for sale

- 1) _____
- 2) _____
- 3) _____
- 4) _____

No knives, mock guns, poprocks, play cigarettes, etc.

Food Vendor

List major menu items and attach sample menu

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Tax-Exempt ID # _____

*Do you require water under pressure? _____

Arts & Crafts Vendor

List sample of items for sale (handmade)

- 1) _____
- 2) _____
- 3) _____

Civic/Church/Information/ Raffle

Description of information/service you will be offering or item to be raffled

- 1) _____
- 2) _____
- 3) _____

FEES

Space size is 10'X15' including towing tongue

Commercial	(# of spaces) _____ x	\$185 =	\$ _____
Food	(# of spaces) _____ x	\$235 =	\$ _____
Arts & Crafts	(# of spaces) _____ x	\$60 =	\$ _____
Information/Raffle	(# of spaces) _____ x	\$60 =	\$ _____
Chamber member (no fee)			\$ _____

Area Civic Clubs & Churches (*Call Chamber Office for rates*) \$ _____

Number of **120 volt/20 amp circuits** needed (*no generators allowed*) _____ x \$50 = \$ _____

Insurance (Commercial Vendors with no Certificate of Liability) _____ x \$50 = \$ _____

Late Fee (Add \$50 if postmarked after April 1) \$ _____

Total enclosed \$ _____

The following items must be included with your application:

_____ Insurance certificate or fee (Food Vendors must have their own insurance)

_____ SASE with \$.82 postage

_____ Signed copy of Vendor Rules

_____ Signed copy of the Fire Code Requirements

_____ # of 120 volt/20 amp circuits needed

_____ photo of display

_____ Signed copy of the "Temporary Food Stand Evaluation Checklist"

_____ All fees (**cashiers check or money order**) Payable to: Waylin Area Foundation 123 N. Center St. Mt. Olive, NC 28365

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

Application deadline is April 1, 2008. The NCPF Committee reserves the right to approve all vendors.



2008 North Carolina Pickle Festival Vendor Rules

Vendor Rules have changed. Please read carefully!

VENDOR CHECKIN: Please report to the Mount Olive Chamber of Commerce Office (123 N. Center St.) upon your arrival for setup information. You may also be met in person by a Vendor Committee representative depending upon your arrival time.

FESTIVAL HOURS: The 2008 festival will operate from 9am to 5pm on Saturday, April 26. All booths are required to stay open on Saturday from 9:00 a.m. - 5:00 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 5pm closing time. This applies to CIVIC, CHURCH groups and CHAMBER MEMBERS as well. Due to safety concerns, streets will remain closed to vehicle access from the 8:30am to 5pm festival period. Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated time frame.

SETUP TIMES:

Friday, April 25: 6:00 pm to 8:00 pm ** Friday is a much better time to check in and setup **

Saturday, April 26: 5:00 am to 8:00 am ** Food Vendors must be unloaded and in place no later than 7am. **

You will be directed to your designated area by a representative from the Vendor Committee during these setup periods.

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.

UNLOADING: Unload your vehicle at your space and immediately park your vehicle in a designated lot. Then return to your booth for set up. 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.

PARTICIPANTS: Only those individuals who complete a Vendor Application, pay their fees, provide a Certificate of Insurance, and receive approval by the NCPF Committee will be allowed to display and sell. *Additionally, Food Vendors must receive the Health Department Permit. All Vendors will be inspected by the Fire Department and are required to have a fire extinguisher. See the Fire Code Requirements for specific information.*

BOOTH SPACE: Booth spaces are 10' x 15' including towing tongue—note on Vendor Application the fee for additional space. 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. As in 2007, all vendors are required to utilize a white “pop-up” tent with their booth.

CONTINUED ON REVERSE PAGE – PLEASE TURN OVER!!!

2008 North Carolina Pickle Festival Vendor Rules

(continued)

POWER: *No Generators are allowed at the 2008 festival.* 120v Electricity is available for an additional fee and must be completed 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. 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, there is a limited number of water connections available and 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.

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. Additionally, Food booths will require the Food-Handling Permit to be displayed.

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 and fellow vendors. Aggressive and inappropriate conduct and/or contact with festival goers 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.

APPLICATION DEADLINES: The deadline for all applications is April 1, 2008. Those applications postmarked after April 1 must add a \$50 late fee. Fees are non-refundable.

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 letter before mailing. Make cashiers check or money order to **Waylin Area Foundation, 123 N. Center St., Mt. Olive, NC 28365.** Deadline for application is April 1, 2008.

Only those who have completed the requirements will be allowed to participate in the North Carolina Pickle Festival. You will receive a confirmation packet with instructions about how to enter the festival area.

My signature verifies that I have read and understand this agreement of participation:

(Make a copy of this signed document for your records.)

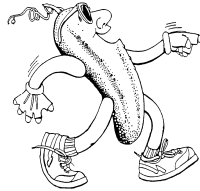
Print name

Signature

Date

North Carolina Pickle Festival

Participant Insurability Form *For Food and Commercial Vendors only* April 26, 2008 9:00 a.m. – 5:00 p.m.



The North Carolina Pickle Festival requires that all Food and Commercial Vendors have insurance coverage.

Food Vendors: You must have your own insurance coverage to participate in the festival. Please complete this form and attach a copy of your current Certificate of Liability Insurance from your insurance company. Return this with the remainder of your vendor application information

Commercial Vendors: If you have your own liability insurance coverage, please complete this form and attach a copy of your current Certificate of Liability Insurance. If you do not have insurance coverage, you must purchase temporary coverage through the festival for \$50. Complete this form and return with the remainder of your vendor application information.

_____ Check here if you are a Commercial Vendor and do not have liability coverage.
Include the \$50.00 insurance fee with your booth fee.

_____ Check here if you are a Food or Commercial Vendor with your own coverage. Attach your Certificate of Liability Insurance. ** (Food vendors must have their own insurance)

Name of vendor: _____

Name of Insurance Representative/Company:

Insurance Company Address _____

Signature: _____ (Date)
Vendor

Note: This information must accompany your application in order for you to be considered for participation in the North Carolina Pickle Festival.

Application deadline is April 1, 2008

2008 North Carolina Pickle Festival Fire Code Requirements

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 – A10 – B:C fire extinguisher
4. **All vendors using cooking equipment involving grease, vegetable oil or animal oils and fats, shall have both a 2 – A10 – 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
7. The 2008 North Carolina Pickle Festival does not allow the use of generators in any fashion.

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.

(Please make a copy of this signed document for your records.)

Print Name

Signature

Date

**North Carolina Pickle Festival
Temporary Food Stand Evaluation Checklist
For Food-Handling Permit**



You must fulfill these requirements by the Environmental Health Division of Wayne County to sell food at the NC Pickle Festival

1. Not-for-profit groups Tax - Exempt ID # _____

(Church, civic, scout, school groups, etc. must have a Tax - Exempt ID number to serve food at the Festival, and such groups are exempt from the requirements stated below)

2. Commercial food vendors must fulfill all requirements of the Checklist:

- ____ Food from approved sources and identified (No home-canned food)
- ____ food covered and protected (barrier to protect food from the public)
- ____ refrigeration: 45 degrees F or less with accurate air thermometer
- ____ utensils and equipment protected (clean and covered)
- ____ single-service items (cups, forks, etc.) properly stored
- ____ single-cup dispensers or original packaging (plastic sleeve)
- ____ utensil sink with drain boards or counter space large enough to accommodate largest utensils
- ____ clean location and equipment
- ____ metal stem-type food thermometer to +2 degrees F (0-220 degrees F)
- ____ properly mixed sanitizer (50 to 100ppm chlorine) in a labeled spray bottle for use on all clean food-contact surfaces
- ____ sanitizer test strips
- ____ approved employee hand-washing basin/hand soap/paper towels
- ____ ability to heat water
- ____ approved food-grade hose for potable water connections (NSF labeled/no garden hose)
- ____ potable running water under pressure and back-flow attachment
- ____ effective measures taken for fly, dust control (fans, screens)
- ____ tight fitting lids on garbage cans, approved garbage disposal method
- ____ sewer connection leading to proper location (not a storm drain) or proper holding tank/Blue Boy

These conditions must be met to obtain a Food-Handling Permit for the NC Pickle Festival. If you cannot comply with these requirements, do not come to the NC Pickle Festival--there will be no refunds and you will be required to stay in place until close of Festival events. Call the Wayne County Health Department at 919.731.1174 for further information.

Be prepared to discuss the following during permitting: Will other food prep locations on or off the festival grounds be used? (restaurants, caterers, trailers) Is there adequate refrigeration? How and where will food be thawed? How will food be cooked? What is your method for holding food hot and/or cold?

Food Vendor inspections will take place Saturday, April 26, at 8:00 a.m. Food-Handling Permits will be granted following the successful inspection by the Wayne County Environmental Health Division.

I have read the above checklist and am prepared to comply with all requirements. I understand that if I am not allowed to serve food at the NC Pickle Festival, there will be no refund of my Vendor fees.

(Please make a copy of this signed document for your records.)

Signed _____ Date _____

Please note

1) Complete the Participant Insurability Form (on reverse page – turn over)

2) See Rule .2635 Requirements for Temporary Food Establishments (reverse side of vendor letter)

Rule .2635 Requirements for Temporary Food Establishments

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2602 of this Section:

- (1) Temporary food establishments shall be located in clean surroundings and kept in a clean and sanitary condition. They shall be so constructed and arranged that food, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans.
- (2) Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food.
- (3) All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.
- (4) Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment. At least a single vat sink, large enough in which to wash cooking utensils, pots, and pans must be provided. At least one drain board or counter top space must be provided.
- (5) Facilities shall be provided for employees' hand washing. These may consist of a pan, soap, and single-use towels.
- (6) Convenient and approved toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.
- (7) Potentially hazardous foods shall be refrigerated in accordance with Rule .2609 of this Section. All foods shall be stored, handled, and displayed in accordance with .2610 (a) through (d) of this Section. Food service equipment shall be stored in accordance with Rule .2620 of this Section.
- (8) Garbage and refuse shall be collected and stored in standard water tight garbage cans provided with tight fitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as to not create a nuisance. Operator shall keep their immediate premises clean.
- (9) All foods served shall be clean, wholesome, and free from adulteration. Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall not be served in a temporary food establishment. Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Wrapped sandwiches shall be obtained from an approved source. Poultry shall be prepared for cooking in an approved market or plant. Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices.
- (10) Food prepared by local groups shall be prepared in an approved kitchen, and such groups shall maintain a record of the types and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.
- (11) No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is the likelihood of such person contaminating food or food contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

History note: Authority G.S. 130A-248;

Eff. May 5, 1980;

Amended Eff. January 1, 1996; May 1, 1991; July 1, 1984.

If you have questions, you may call the Wayne County Health Department at 919.731.1174.