



Croaker Festival 2008

Food Booth Agreement

~ Policy and Information ~

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Several items have been changed for the 2008 Festival. Please read this information sheet carefully. It is part of your application agreement.

The purpose of Croaker Festival is to provide a venue for non-profit organizations of Pamlico County. It is the policy of the Croaker Festival to give priority to:

- Pamlico County non-profit organizations,
- Local for-profit organizations.

We choose vendors that provide a wide variety of products, and make efforts to minimize duplications as much as possible.

Non-Profit Designation. Non-Profit Organizations located in Pamlico County are eligible to reserve a booth at the reduced rate. Non-Profits located outside of the county are ineligible for this reduced rate.

Festival Headquarters. The headquarters for the festival is at the Croaker Booth, located on the corner of South Avenue and Freemason Street in Oriental.

Booth Assignment. Spaces will be assigned once all vendors have been selected (in early May). All vendors must check in at the Croaker Booth upon arriving at the festival for booth space assignments. **Do not** proceed to a booth location without verifying your booth assignment with us.

Booth Size. Booth space is allocated in units of 10' x 12'. We cannot guarantee you a place in the shade, so we suggest that you furnish your own sun protection or tent. Your booth will be either on grass, pavement, or gravel. Please be sure to tell us on your application, the exact size of your tent, tarp, trailer, or other booth type. Please be prepared for the possibility of inclement weather, including rain and wind. We suggest sides for tents. We also ask that in case of a rain event, you remain at your location. Vehicles will not be allowed on the grounds until 6:30 pm Saturday.

Booth Information Email Address. You may write to us at Booths@Croakerfestival.org

Food Offerings. Only those items approved in advance by the Festival may be sold. Additionally, all food and beverage items and their prices must be displayed prominently on the outside of the booth; food and beverage sales may not begin until this signage is in place.

Electricity. Electricity is available on a limited basis. If you need electricity, please be sure to indicate that on this form and bring outdoor extension cords for hook up.

Set-up and Take Down Times - Food Booths

Entering the Festival grounds: All vendors must enter the festival grounds from Broad Street, turn east onto Hodges street, go to the end and turn left onto South Street. Check in at the Croaker Booth before moving your setup to its assigned place.

No set-up will be permitted on Thursday.

Food Booth Setup Friday: All Professional Vendor food booths must be set up on Friday between 9am and 3:00pm – **no exceptions.** Food vendor vehicles must be removed from the festival site by 3:30 PM. Food may not be sold until the booth is approved by Pamlico County Health inspectors. The festival opens at 5:30 PM.

Saturday: Non-Professional Food Vendors may set up on Saturday morning. Food booths must be open by 8:30 AM, with all vehicles removed from the festival site by 8:15 AM. Vendors may not close or dismantle booths before 6:30 PM on Saturday, but may remain open until 9:00 PM if they so desire. The street dance will begin at 7:00 PM and ends at 9:00 PM. The fireworks start at approximately 9:30 PM.



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Parking and Street Access Restrictions. The Town of Oriental authorizes certain streets to be closed to vehicle traffic on Friday and Saturday. Streets will be closed Friday 4:30 to 8:00pm and Saturday from 10:00am to 6:30pm. No access to, or parking on, the closed streets will be permitted during these hours except for:

- *Bands/musicians who may enter for loading/unloading their equipment only. (Permit Required)*
- *Parade participants*
- *Emergency vehicles responding to an emergency*

There will be no exceptions. Vendors who remove barricades or otherwise violate the closed street signs and rules may be ticketed and may be denied participation in future festival events. Plentiful vendor parking is available in the parking lot at the corner of Third and Church Streets.

Security. We cannot guarantee security. However, for the 25 plus years that the festival has been held, there have been no thefts from any of the booths left up over night. The Town provides limited police protection for the duration of the festival.

First Aid Locations. In case of a medical emergency, call 911, or notify an attendant at the Croaker Booth to call for assistance.

Trash Removal. We will have garbage cans and a large dumpster available for trash. Booths must be taken down and trash removed no later than 7:00 AM Sunday morning, prior to the Community Sunday Service in the Park.

Vendors are responsible for clean-up of their own booth sites. Cooking oil may NOT be deposited in the dumpsters, and must be removed by the vendors. Our garbologist (trash) crew will be collecting your trash periodically during the festival as they service festival garbage cans, helping you to keep your area clean.

Cancellation Policy. Cancellation notice must be given to booth chairman before May 16 2008, by written notification, or by email for a full refund. No refunds will be made after this date. The festival is a local charity event with all proceeds going directly to local charities and non-profit agencies, to the fireworks fund, or to the actual costs of running the festival. In the event of weather-related or other circumstances that require the cancellation of the festival, your booth fee will be donated to the Croaker Festival general operating fund, unless you designate a particular non-profit organization.

Accommodations. Accommodations and campgrounds are listed on the Croaker Festival Website www.CroakerFestival.com, on www.VisitOriental.com, and on www.PamlicoDirectory.com. Vendors with RV units may NOT park them in the Festival area during the festival.

Croaker Festival 2008 July 4 and 5, 2008
Food Vendor Application and Agreement

Application Deadline, May 16, 2008

Please **print** the following information:

Business / Vendor Name _____

Applicant Name _____

Phone _____

Fax Number: _____

Cell Phone: _____

Mailing Address _____

Street or P.O Box _____

City _____

State _____

Zip _____

Email (required) _____

Website _____

Food – Professional or

Food – Pamlico County Non-Profit

(please attach tax letter verifying your non-profit status)

Attach a list of the foods you wish to sell, and the prices at which you will be offering them.

The Croaker Festival Committee (herein called the “Sponsors”) and the undersigned (herein called “the Vendor”) hereby acknowledge that the Vendor is not an agent, employee, servant or partner of the Sponsors. The Vendor agrees that it shall be solely and entirely responsible for its acts and for the its of its agents, employees, servants, and subcontractors. Further, the Vendor shall indemnify and hold harmless the Sponsors against all liability or loss, including reasonable attorney fees, and against all claims or actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the Vendor’s acts during the Croaker Festival or by conditions created thereby, or based upon any violation of any statute, ordinance, building code or regulation.

The Sponsors reserve the right of approval over all products being sold.

I have read the Policy and Information Sheet and agree to all of the provisions there. I further agree to instruct all persons who will be working for me or with me iat the festival in the provisions of this Policy and Information sheet.

I Agree _____

Date _____

Vendor/applicant

Witness _____

Date _____

Vendor Name			
How many Croaker Festivals have you participated in?		_____	
Will you require electricity? (limited availability)		<input type="checkbox"/> YES <input type="checkbox"/> NO	Purpose: _____
Will you use a tent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dimension of tent _____ x _____	ft
Will you use a trailer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dimension of trailer _____ x _____	ft

Fees:	
Space Needed	Width _____ X Depth _____ = Square Feet _____

Number booths required (based on square footage:	One booth = 10x12 = 120 square feet
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Professional Vendors \$150 per booth	Fees for booths include Friday evening <u>and</u> Saturday.
Pamlico County Non-Profit Vendors \$50 per booth	A portion of the booth fee from professional vendors will be donated to Pamlico County non-profit organizations.

Total Amount:	\$
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Check Number: _____	We accept both checks and money orders. If you pay by money order, please retain your receipt.
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Preferred set up time, Please Circle ONE:	Friday ~~~~~ 9am 10am 11am Noon 1pm 2pm Saturday ~~ 7:30am
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Please have someone contact me about advertising in the Croaker Festival Program.

Please submit the following:

1. This 2 page application / agreement completed and signed by you and a witness.
2. Tax letter verifying non-profit status (if applicable)
3. Vendor fees by check or money order
4. List of menu items that you wish to sell and prices (required)
5. Picture of your booth

(Booth fees and pictures will be returned if we cannot accept your application)

**Return to:
Croaker Festival
Attn: Booth Chairman
PO Box 1067 Oriental NC 28571**

Office Use Only				
Received	Accepted	Notified	Assigned	