

RIVERFEST CONCESSIONS APPLICATION

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Sales Tax ID #: _____ (MUST HAVE)

Menu: (Attach a separate and complete menu including prices; list ALL items you will sell)

Booth Footage Width (frontage) _____ x (Depth) _____

Electrical Needs: Volts: _____ Amps: _____

Email _____ please enclose insurance certificate with application

For Questions Please Call:

Monica Caison

Tel: 910 - 232 - 1687

E-mail: cuecenter@aol.com

Initial.



_____ **Booth Setup:** Cannot move into location or setup before 3pm Friday. You must be operational by 8:00am to allow inspection. Water Street and all streets off Front Street will be closed to regular traffic after 6pm on Friday. No vehicles on Water Street after 9:00AM Saturday. Sunday morning, there is a foot race on Water Street. The street will be closed to ALL TRAFFIC until 8:30AM



_____ **Hours of Operation:** Saturday 9am to 11pm, and Sunday 10am to 5pm. No food can be served until the Health Department has issued your permit. Closing will be at 5:00pm Sunday. No food can be sold after 5:00pm. **No vehicles are allowed on Water Street before 6:00pm Sunday.**



_____ Spaces are provided for the exclusive use of the applicant and only for the sale of food on your approved menu. No prices are to be changed during the festival. Booths can not be moved during the weekend without express permission of the Concession Chairperson.



_____ All refuse (trash, grease, and gray water) must be disposed of in properly designated areas. All gray water must be strained of food, grease, and other items before disposal into the barrel. Nothing (including ice) can be disposed of in the street or storm drains. Failure to comply with this rule will result in immediate revocation of the concession permit and closure of your food booth.



_____ Sale or consumption of alcoholic beverages by food vendors or their employees during festival hours is prohibited.



_____ Remove any valuables at closing time on all days. The Riverfest Committee and Old Riverfest Celebrations Inc. are not liable for any damages, injuries or loss to any person or goods from any cause whatsoever and cannot be held responsible for any claims arising out of or in connection with the use of space during the festival.



_____ Your accepted application and approved Temporary Food Stand Permit attests to your ability and inclination to comply and to operate a concession booth at Riverfest. Failure to comply with all application and permit rules may result in the vendor being shut down and not being accepted at future Riverfest Celebrations. In the event of such closing, there will be no refunds.

If you are willing to accept Riverfest food vouchers during the festival which may be turned in at the completion of the festival to the command center for the stated amount on the voucher please indicate by circling yes. Concession chairperson will determine which vendors will be used, if any.

YES

NO

My Signature on this application form verifies that I have read and understand the forgoing contract of participation. I have kept a copy of my signed application for my own information. My payment is enclosed together with my insurance certificate and all other required documentation.

Business Name

Signature

Date

CONCESSION INFORMATION FOR RIVERFEST

Dates: OCTOBER 7th, 8th and 9th, 2011

Mail to: Old Wilmington Riverfront Celebrations Inc.
PO Box 7735
Wilmington, NC 28406

If you have any questions please contact

Concession Chairperson: Monica Caison
(910) 232-1687 or email cuecenter@aol.com

**CONTACT THE NEW HANOVER COUNTY HEALTH DEPARTMENT FOR
FOOD PERMIT APPLICATION TO BE INSPECTED.**

You are invited to operate a food concession booth during the festival. We are looking for quality, variety, value, service and appearance. The number of booths is limited by the space and by electrical usage. The Riverfest Committee reserves the right to designate the location of all booths as well as the right to return/reject any application. The decision of the Riverfest committee is final.

The Riverfest committee will provide:

- Electrical power source – as near as possible
- Standard booth frontage is 10 feet
- Water under pressure – as near as possible
- Dumpsters, portable toilets, grease and gray water disposal containers

Vendors are responsible for setting up their own booths. You must provide any tables needed - grounded electrical cords, gray water barrel funnels, backwater flow valves, and an inspected fire extinguisher in your booth. All equipment must be NSF, and must be in good, clean and safe, working condition.

Riverfest and the New Hanover County Health Department reserve the right to inspect and approve all equipment. Please note that ALL food vendors must have a permit. Riverfest reserves the right up to 4 weeks prior to the festival dates to disallow any menu item. Vendor must submit proof of standard liability insurance with Riverfest application.

Hours of operation are officially

Saturday (October 3, 2009) 9am to 11pm

Sunday (October 4, 2009) 10am to 5pm

**YOU CAN BE PERMITTED TO SELL FOOD FRIDAY NIGHT FROM 7:00 PM UNTIL 11:PM ONLY
Setup may begin Friday after 2 pm (Under Deck only) 5:00 pm on Street**

The fee for a 10' booth space is \$750.00. Each additional concurrent 10' space is 500.00 (if desired). This must be paid in one certified check or money order made out to "Riverfest."

You must fill out an application on your own with the New Hanover County Health Department and pay a permit fee to them directly; Riverfest CANNOT take your application until they have received your permit application and fee.

APPLICATION DEADLINE AUGUST 15, 2011

The deadline for completed application and payment is August 15, 2011. Applications received after this date will be charged a \$100.00 late fee.

Cancellations are not permitted by vendors; funds can be applied to the next year's festival. Your map, booth number, and vehicle pass will be mailed by September 25, 2011.

Spaces are not numbered before the application deadline.

Applications must include ALL the following:

1. Signed application form
2. Electrical needs information
3. NHC permit form (completed)
4. **Self-addressed** stamped legal-size envelope
5. Certificate of insurance
6. Booth photo and drawing
7. Complete Menu/Price List
8. Correct booth fee including permit costs

Please make sure all hoses, tent covering and items used in your booth for Riverfest are clean; even outside hose to hook up to water source should be clean with no leaking water.

If you have any questions or concerns please call before the festival dates; as the festival approaches there may be a delay in returning your call. Thank you and we look forward to having a successful event.

RIVERFEST 2011 - CONCESSION CHAIRPERSON
MONICA CASION
(910) 343-1131 or (910) 232-1687
cuecenter@aol.com