



THE NORTH CAROLINA SEAFOOD FESTIVAL (NCSF)

OCTOBER 6-8, 2023

ARTISAN & NON-PROFIT VENDOR APPLICATION

NON-REFUNDABLE APPLICATION PROCESSING FEE \$50.00

VENDOR CONTACT INFORMATION:

OFFICIAL BOOTH NAME:					
VENDOR NAME:					
MAILING ADDRESS:					
CITY:		STATE:		ZIP CODE:	
MOBILE PHONE:			SECONDARY PHONE (IF ANY):		
PRIMARY EMAIL:					
WEBSITE (FOR MARKETING PURPOSES):					
SOCIAL MEDIA (FACEBOOK, INSTAGRAM, ETC.) (FOR SHARING & OTHER MARKETING PURPOSES)					

NC SALES & USE TAX OR CERTIFICATE OF REGISTRATION No.:

NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED TAX NUMBER

FOR MORE INFORMATION: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax#SalesandUseTaxFormsandCertificates-8203>

ATTENDING BOOTH CONTACT IF DIFFERENT FROM VENDOR:

NAME:	
MOBILE PHONE:	

EMERGENCY CONTACT IN CASE OF ACCIDENT OR NO-CONTACT ABSENCE:

NAME:		PHONE:	
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SHOULD YOUR EMERGENCY CONTACT CHANGE BEFORE THE FESTIVAL, PLEASE CALL OUR OFFICE WITH THE CORRECT INFORMATION. THIS INFORMATION WILL BE GIVEN TO OUR OVERNIGHT SECURITY FOR CONTACT IN THE EVENT OF AN EMERGENCY.

WILL YOU REQUIRE SECURED WIRELESS INTERNET SERVICE Yes__ No__ HOW MANY DEVICES WILL YOU BE USING _____

AN APPLICATION PROCESSING FEE OF \$50.00 IS DUE UPON SUBMISSION OF YOUR APPLICATION. THE APPLICATION FEE IS NON-REFUNDABLE. THE APPLICATION FEE MUST BE PAID BY SEPARATE CHECK—DO NOT INCLUDE ANY BOOTH FEES. YOUR APPLICATION WILL NOT BE CONSIDERED BY THE VENDOR COMMITTEE UNLESS FEE, TAX OR REGISTRATION NUMBER, AND ALL OTHER REQUESTED MATERIALS ARE INCLUDED WITH THE APPLICATION. THERE IS A \$35.00 FEE FOR ALL RETURNED CHECKS. PAYMENTS BY CREDIT CARD ARE SUBJECT TO 3% PROCESSING FEE PLUS LOCAL AND STATE TAXES.

REFUNDS: FORCE MAJEURE

VENDORS WILL NOT HOLD THE FESTIVAL PARTICIPANTS, DIRECTORS, VOLUNTEERS, EMPLOYEES, TOWN OF MOREHEAD CITY, OR FESTIVAL SPONSORS RESPONSIBLE FOR CLAIMS, LOSSES, FEES, DAMAGES OR EXPENSE. THE FESTIVAL WILL NOT REFUND FEES DUE TO INCLEMENT WEATHER, PANDEMICS, GOVERNMENT ACTION, STRIKES, TERRORISM ACTS, OR OTHER MATTERS BEYOND ITS CONTROL, INCLUDING BUT NOT LIMITED TO CANCELLATION OF THE FESTIVAL DUE TO A DIRECT RESULT OF A NATURAL OR UNFORESEEN DISASTER WHICH RENDERS THE FESTIVAL UNABLE TO CONTINUE, WHETHER FOR SAFETY OR MONETARY PURPOSES.



VENDOR SPACE SPECIFICATIONS

BOOTHS ARE ALLOTTED IN 10' x 10' MARKED AND NUMBERED SPACES. TRAILERS, TRUCKS, TENTS, VANS, BUSES, ETC. MUST NOT EXCEED 10 FEET IN LENGTH INCLUDING THE TONGUE. A SECOND BOOTH IS REQUIRED IF THE LENGTH OF THE VEHICLE INCLUDING THE TONGUE EXCEEDS 10 FEET IN LENGTH. NO INCREMENTAL SPACES ARE ALLOWED TO COVER ANY AMOUNTS MORE THEN 10 FEET BUT LESS THAN 20 FEET. ALL SIGNS, BANNERS, PRODUCT STANDS, DISPLAYS AND ANY ADDITIONAL INVENTORY FOR RESUPPLY ARE LIMITED TO THE 10'x10' BOOTH DIMENSIONS. NO ENCROACHMENT UPON FOOT TRAFFIC SPACE IN FRONT OF, OR THE FIRE COMPLIANCE SPACE BETWEEN BOOTHS ALLOWED.

ARTISANS/HANDCRAFTED/NON-PROFIT IS DEFINED AS ART, FINE ART, ARTS AND CRAFTS (WOODWORKING, METAL WORKING, FABRIC ART, JEWELRY, HOME AND SELF CARE PRODUCTS) WHICH ARE MADE BY THE ARTIST/VENDOR AND CAN BE CONSIDERED HANDMADE. PREFERENCE WILL BE GIVEN TO NORTH CAROLINA PRODUCERS. IF A MIX OF COMMERCIAL AND HANDMADE ITEMS ARE SOLD, VENDOR MUST APPLY AS A COMMERCIAL VENDOR UNLESS BOOTH IS FOR A NON-PROFIT ENTITY (CIVIC, COMMUNITY, CHURCH, EDUCATIONAL ETC.) AND STATE STATUS DOCUMENTATION IS PROVIDED. PROMOTIONAL BOOTHS FOR A COMMERCIAL SERVICE OR BRAND IS CONSIDERED COMMERCIAL. **ALL NEW NON-PROFIT VENDORS MUST PROVIDE NON-PROFIT STATUS DOCUMENTATION. NCSF RESERVES THE RIGHT TO DETERMINE IF A VENDOR IS CONSIDERED COMMERCIAL OR ARTISAN.**

CHECK ONE:

<input type="checkbox"/>	RETURNING VENDOR	WHICH YEARS?	
<input type="checkbox"/>	NEW VENDOR	IF NEW VENDOR, PROVIDE THREE (3) REFERENCES:	
1.		2.	
3.			

REFERENCES CAN BE OTHER FESTIVALS, MARKETS, TRADE-SHOWS, OR OTHER EVENTS IN WHICH VENDOR HAS PARTICIPATED.

NUMBER OF BOOTH SPACES WANTED:

<input type="checkbox"/>	10'x10' ARTISAN/NON-PROFIT BOOTH @ \$425.00 EA	PROVIDE THREE PHOTOGRAPHS OF ITEMS YOU PLAN TO SELL NCSF RETAINS THE RIGHT TO REMOVE MISREPRESENTED ITEMS. (PHOTOS WILL NOT BE RETURNED)
<input type="checkbox"/>	10'x10' COMMERCIAL BOOTH @ \$675.00 EA	

CHECK ALL THAT APPLY:

<input type="checkbox"/>	TENT	<input type="checkbox"/>	TRAILER/CART	<input type="checkbox"/>	TRUCK/BUS/VEHICLE (NO VEHICLE WILL BE ALLOWED TO MOVE FOR THE DURATION OF THE FESTIVAL)
SIZE (LxWxH):		INCLUDE A PICTURE OF YOUR SET UP (REVIEW FIRE CODES FOR RESTRICTIONS)			
ADDITIONAL SET UP TIME REQUIRED? EXPLAIN:					
ALL VENDORS ARE EXPECTED TO STAY OPEN DURING DAYLIGHT HOURS. WILL YOU STAY OPEN AFTER DARK? <input type="checkbox"/> YES <input type="checkbox"/> NO					

ELECTRICAL NEEDS

1. **MAXIMUM POWER PER VENDOR BOOTH IS 50 AMPS**
2. LOOK AT THE NAME PLATE RATING LOCATED ON EACH PIECE OF EQUIPMENT TO DETERMINE THE AMPERAGE NEEDED FOR THAT ITEM
3. IF YOU HAVE A TRAILER THAT COMES WITH A CORD, SELECT FROM THE LIST BELOW. IT MUST BE A GROUND FAULTED CONNECTION WITH A 120 VOLT OUTLET.
BASED ON OSHA REGULATIONS, YOU MUST HAVE **100 CONSECUTIVE FEET OF GROUNDED #12 WIRE EXTENSION CORD IN GOOD CONDITION WITH THREE CONDUCTORS.**

No. OF:	DESCRIPTION OF SERVICE REQUESTED:	TOTAL COST:	DESCRIPTION OF ITEMS REQUIRING ELECTRICAL CONNECTION:
	(1) 120 VOLT SERVICE - \$70.00		
	# OF ADDITIONAL 120 VOLT OUTLETS - \$35.00 EACH		
	# OF 220 VOLT CIRCUITS – 30 AMP SERVICE - \$150.00 EACH		
	# OF 220 VOLT CIRCUITS – 50 AMP SERVICE - \$175.00 EACH		

NOTE: TEMPORARY POWER LOSS OR SURGES ARE NOT UNCOMMON. PROPER ACTION SHOULD BE TAKEN BY THE VENDOR TO PROTECT ANY SENSITIVE EQUIPMENT. **FOR ALL SERVICES OF 30 AMPS AND ABOVE, A PHOTO OF YOUR ELECTRICAL PLUG SHOULD BE INCLUDED WITH YOUR APPLICATION. ABSOLUTELY NO ELECTRICAL CORDS, LIGHTS OR SURGE PROTECTORS WILL BE PROVIDED BY THE FESTIVAL.**



VENDOR INSURANCE COVERAGE THROUGH WEST BEND MUTUAL INSURANCE

ALL VENDORS ARE REQUIRED TO CARRY LIABILITY COVERAGE WITH A MINIMUM AMOUNT AS INDICATED BELOW. COVERAGE CAN BE PURCHASED FOR FESTIVAL WEEKEND THROUGH THE FESTIVAL'S INSURANCE COMPANY FOR \$100.00 PER VENDOR. COVERAGE IS FOR LIABILITY ONLY AND DOES NOT COVER YOUR PROPERTY IN THE EVENT OF DAMAGE OR THEFT.

\$1,000,000 PRODUCTS & COMPLETED OPERATIONS

\$2,000,000 PRODUCTS AGGREGATE LIMIT

DO YOU WISH TO PURCHASE LIABILITY INSURANCE COVERAGE FROM THE NC SEAFOOD FESTIVAL? Yes ☐ No ☐

IF NO, PLEASE PROVIDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE (COI) FROM YOUR INSURANCE COMPANY LISTING "NC SEAFOOD FESTIVAL" AS AN ADDITIONAL INSURED FOR THE FESTIVAL DATES, USING ADDRESS "412-D EVANS STREET, MOREHEAD CITY, NC 28557".

NO VENDOR WITHOUT A CURRENT COI ON FILE WILL BE ALLOWED TO SET UP FESTIVAL WEEKEND.

ADDITIONAL VENDOR INFORMATION:

SELECTION PROCESS:

EACH APPLICATION IS JURIED BY THE NC SEAFOOD FESTIVAL VENDOR COMMITTEE. ALL VENDORS WILL BE NOTIFIED OF THEIR STATUS IN A TIMELY MANNER. ALL NOTIFICATIONS AND COMMUNICATIONS WILL BE PROVIDED BY EMAIL. INCLUDED PAYMENTS FOR SPACE AND/OR SERVICES WILL BE HELD UNTIL ACCEPTANCE IS GRANTED. ANY PREEMPTED PAYMENTS WILL BE RETURNED VIA USPS IF VENDOR IS REFUSED SPACE. APPLICATION FEE IS NON-REFUNDABLE.

SECURITY:

VENDORS MAY LEAVE PRODUCT IN THEIR TENT OVERNIGHT AT THEIR OWN RISK. DAMAGE OR LOSS WILL BE THE RESPONSIBILITY OF THE VENDOR

RESTOCKING AND VENDOR PARKING:

NO VEHICLES WILL BE ALLOWED TO ENTER THE FESTIVAL FOOTPRINT AFTER 11:00 AM FRIDAY UNTIL VENDOR MOVE-OUT AT 6:00 PM SUNDAY. VENDORS ARE ENCOURAGED TO BRING HAND-CARTS FOR RESTOCKING ITEMS EACH DAY. EXTRA INVENTORY MUST FIT WITHIN THE CONFINES OF THE CONTRACTED SPACE. FREE PARKING IS OFFERED AT THE STATE PORT, SATURDAY AND SUNDAY ONLY.

PUBLICITY:

IN CONSIDERATION OF ACCEPTANCE OF ENTRY INTO THE NCF, THE ENTRANT AGREES TO PERMIT THE NCSF TO USE THEIR NAME, PHOTOGRAPHS, FILMS OR OTHER LIKENESS OF PARTICIPANTS, THEIR WARES, AND BOOTH SET UP FOR PUBLICITY, ADVERTISING AND COMMERCIAL PROMOTION, BEFORE, DURING AND AFTER THE FESTIVAL AND GIVES PERMISSION TO PUBLISH OR DISPOSE OF SAME.

WAIVER OF LIABILITY:

PARTICIPATION IN THE NORTH CAROLINA SEAFOOD FESTIVAL SHALL BE AT THE PARTICIPANT'S OWN RISK. THE NORTH CAROLINA SEAFOOD FESTIVAL, ITS OFFICERS, DIRECTORS AND/OR AGENTS SHALL NOT BE LIABLE OF ANY DAMAGES ARISING FROM PERSONAL INJURIES OR DAMAGES SUSTAINED BY THE PARTICIPANT IN OR DURING ACTIVE OR PASSIVE PARTICIPATION IN THE AFOREMENTIONED EVENT. PARTICIPANT HEREBY WARRANTS THERE IS NO DISABILITY, IMPAIRMENT OR AILMENT THAT WOULD PREVENT ACTIVE OR PASSIVE ENGAGEMENT IN THE EVENT, NOR WILL IT BE DETRIMENTAL TO PARTICIPANT HEALTH, SAFETY, PHYSICAL OR MENTAL CONDITION IF HE/SHE/THEY SO PARTICIPATES. PARTICIPANT ASSUMES FULL RESPONSIBILITY FOR ANY INJURIES OR DAMAGES, AND DOES HEREBY RELEASE AND DISCHARGE THE NORTH CAROLINA SEAFOOD FESTIVAL, ITS OFFICERS, DIRECTORS AND/OR AGENTS FROM ANY AND ALL CLAIMS, DEMANDS, DAMAGE, RIGHTS OR CAUSES OF ACTION PRESENT OR FUTURE RESULTING FROM PARTICIPATION IN THE NORTH CAROLINA SEAFOOD FESTIVAL AT MOREHEAD CITY, NC.

BY SIGNING THIS APPLICATION, YOU ARE CONFIRMING THAT YOU HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS WITHIN THE VENDOR APPLICATION, WILL ABIDE BY THE RULES AS SET FORTH IN THE "VENDOR POLICIES & REGULATIONS" OR RISK BEING DENIED SET-UP OR BEING REMOVED FROM THE FESTIVAL GROUNDS.

AUTHORIZED VENDOR SIGNATURE

DATE:

PLEASE ALSO READ AND SIGN ADDENDUMS FROM THE FIRE MARSHAL AND HEALTH DEPARTMENT AS APPROPRIATE.

CHECKS AND COMPLETED APPLICATION SHOULD BE MADE PAYABLE, AND MAILED TO:

NC SEAFOOD FESTIVAL, PO BOX 1812, MOREHEAD CITY, NC 28557 (OR PAY BY CREDIT CARD BELOW).

CREDIT CARD (CIRCLE ONE): MASTER CARD VISA AMERICAN EXPRESS DISCOVER

NAME AS IT APPEARS ON THE CARD: _____

BILLING ADDRESS (IF DIFFERENT FROM APPLICATION MAILING ADDRESS): ☐ CHECK IF SAME

STREET: _____ CITY, STATE, ZIP: _____

ACCOUNT NUMBER: _____

EXP. DATE (MM/YYYY): _____ SECURITY CODE: _____

CREDIT CARD PAYMENTS ARE SUBJECT TO A 3% PROCESSING FEE PLUS LOCAL AND STATE TAXES.



NORTH CAROLINA SEAFOOD FESTIVAL (NCSF)

VENDOR POLICIES & REGULATIONS

FRIDAY MOVE-IN SCHEDULE:

FOOD VENDORS: 6:00AM TO 11:00AM. ALL HEAVY VEHICLES SHOULD UNLOAD AND BE OFF-STREET BY 8:00AM.

WINE & SPIRIT VENDORS: 8:00AM TO 11:00AM. ALL TRAILERS SHOULD BE IN PLACE AND DELIVERY VEHICLE OFF-STREET BY 9AM.

ARTISAN VENDORS: 9:00AM TO 11:00AM.

NO SALES MAY TAKE PLACE PRIOR TO FESTIVAL OPENING AT 12:00 NOON EVEN IF SETUP IS COMPLETE, INSPECTIONS PASSED, AND VISITORS ARE PRESENT PRIOR TO OPENING TIME. VENDORS CAUGHT MAKING SALES PRIOR TO FESTIVAL OPENING WILL BE FINED.

IF YOU NEED AN EXTENDED SET-UP WINDOW, PLEASE MAKE ARRANGEMENTS WITH THE NCSF EVENT COORDINATOR WHEN YOU APPLY FOR SPACE. YOU WILL BE GIVEN A MAP SHOWING THE ENTRY/EXIT ROUTE INTO THE FESTIVAL FOOTPRINT, YOUR MARKED LOCATION, AND STREET PASSES WITH THE VENDOR PACKET. BOARD MEMBERS AND MONITORS WILL BE STATIONED TO ASSIST WITH PROPER LOCATION IDENTIFICATION. ALL VEHICLES MUST BE OFF THE STREETS BY 11:00 AM. VEHICLES NOT OFF THE STREETS BY 11:00 AM WILL BE TOWED AT VENDOR'S EXPENSE. VENDORS WHO ATTEMPT TO MOVE IN EARLIER THAN THE DESIGNATED TIME WITHOUT APPROPRIATE APPROVAL WILL NOT BE ALLOWED ACCESS. **INSPECTIONS WILL BEGIN PROMPTLY AT 10:00AM.**

ALL VENDOR BOOTH FEES PAID WILL BE FORFEITED FOR ANY VENDOR ESCORTED OFF PROPERTY FOR FAILURE OF INSPECTIONS OR OTHER VIOLATION OF RULES.

VENDOR RULES:

- 1) **VENDORS CANNOT SUBLET, ASSIGN, DONATE OR TRADE THEIR SPACE. ANY SUBLETS DISCOVERED WILL BE REMOVED FROM FESTIVAL WITH NO REFUNDS AND ORIGINAL VENDOR WILL BE BARRED FROM FUTURE FESTIVALS.**
- 2) ONLY ONE (1) WATERFRONT VEHICLE PASS WILL BE GIVEN PER VENDOR FOR UNLOADING AND LOADING. SELF-CONTAINED FOOD TRUCKS WILL BE GIVEN AN ADDITIONAL PASS FOR SUPPORT VEHICLE.
- 3) **VENDORS ARE ENCOURAGED TO BRING HAND CARTS TO TRANSPORT INVENTORY TO BOOTHS DURING THE WEEKEND.**
- 4) **NO BOOTH SHALL EXCEED 12 FEET IN HEIGHT-INCLUDING SIGNAGE. VENDORS ARE NOT ALLOWED TO SET ANYTHING UP IN FRONT, BEHIND, OR BESIDE THE ALLOCATED SPACE.** AT NO TIME WILL THE VENDOR BE ALLOWED TO IMPEDE THE FLOW OF TRAFFIC. NO BOOTH SHALL EXCEED THE SPACE REQUESTED AND APPROVED BY THE FESTIVAL.
- 5) **FOOD VENDORS MUST TAKE COOKING SPACE, INVENTORY SPACE AND SERVING SPACE INTO CONSIDERATION. PER THE HEALTH DEPARTMENT, ALL COOKING MUST BE DONE UNDER YOUR OWN TENT SPACE. ALL FOOD VENDORS WITH COOKING EQUIPMENT MUST HAVE A FIRE RATED TENT—NO EXCEPTIONS. ALL EQUIPMENT, SURPLUS INVENTORY, REFRIGERATOR TRAILERS OR COOLER STANDS, ETC. MUST BE WITHIN YOUR SPACE. YOU MUST PROVIDE SPACE NEEDS IN LENGTH PLUS WIDTH DIMENSIONS AND APPLY ACCORDINGLY. VENDORS WILL BE ASKED TO REMOVE ANY ITEMS OR ACTIVITY OUTSIDE THE ASSIGNED SPACE.**
- 6) FAILURE TO NOT ADVISE THE FESTIVAL OF THE CORRECT LENGTH OF A CANTEN, TRAILER OR FOOD TRUCK INCLUDING TONGUE OR OTHER OUTRIGGING MAY RESULT IN REASSIGNING A VENDOR TO AN ALTERNATE LOCATION OR VENDOR MAY BE ASKED TO LEAVE THE FESTIVAL GROUNDS.
- 7) **THE NCSF DOES NOT GUARANTEE ANY SPECIFIC SPACE ASSIGNMENT REGARDLESS OF TRADITIONAL LOCATIONS OR REQUESTS.** THE NCSF WILL NOTIFY THE VENDOR OF BOOTH LOCATION PRIOR TO THE FESTIVAL AND RESERVES THE RIGHT TO REASSIGN VENDOR SPACES PRIOR TO AND THROUGHOUT FESTIVAL WEEKEND. BOOTHS MAY NOT BE MOVED WITHOUT PERMISSION FROM THE FESTIVAL VENDOR COMMITTEE.
- 8) VENDORS ARE REQUIRED TO HAVE THEIR BOOTHS OPEN UNTIL DUSK ON FRIDAY AND SATURDAY. VENDORS STAYING OPEN UNTIL 11:00PM MUST PROVIDE THEIR OWN LIGHTING AND/OR PURCHASE ELECTRIC OUTLETS. NO GAS, ALCOHOL, OR OPEN FLAME LIGHTING PERMITTED.
- 9) **VENDORS MUST HAVE A MINIMUM OF 100 FT. CONSECUTIVE #12 WIRE WITH 3 CONDUCTORS FOR EACH OUTLET REQUESTED IN GOOD CONDITION.** CORDS THAT HAVE WORN PLACES, SPLICES, AND PLUGS REPLACED WILL NOT PASS INSPECTION. ELECTRIC SET-UP MUST BE ARRANGED FOR AND PAID IN ADVANCE. **TAMPERING WITH THE ELECTRICAL POLES/BOXES/DEVICES WILL RESULT IN IMMEDIATE REMOVAL WITH NO REFUND.**
- 10) NO GAS AND PROPANE GENERATORS. NCSF RESERVES THE RIGHT TO REJECT ALTERNATE POWER SOURCES AS NECESSARY.



NORTH CAROLINA SEAFOOD FESTIVAL (NCSF)

VENDOR POLICIES & REGULATIONS

- 11) **THE NCSF IS A RAIN OR SHINE EVENT. NO REFUNDS FOR NON-ATTENDANCE** (see FORCE MAJEURE, APPLICATION, PG. 1). VENDORS MUST BRING THEIR OWN TABLES, TENTS/TARPS, CHAIRS, ELECTRICAL CORDS, AND ANY OTHER ITEMS NEEDED INCLUDING MATERIALS TO PROTECT PRODUCT AND INVENTORY FROM INCLEMENT WEATHER.
- 12) VENDORS NEED TO BE PREPARED FOR COASTAL WINDS AND MUST BRING ADEQUATE BUCKET ANCHORS FOR TENTS. NO STAKES CAN BE DRIVEN INTO THE PAVEMENT OR GROUND. VENDORS SHOULD LOWER TENTS AT NIGHT AND SECURE LOOSE OBJECTS (TABLES, CHAIRS, DISPLAYS ETC.) TO LESSEN THE CHANCE OF WIND DAMAGE OVERNIGHT.
- 13) IN THE EVENT OF INCLEMENT WEATHER, YOU WILL NOT BE ALLOWED TO REMOVE YOUR BOOTH UNTIL AN OFFICIAL DECISION IS MADE TO CLOSE THE FESTIVAL BY THE EXECUTIVE DIRECTOR AND THE BOARD CHAIRPERSON. HOWEVER, YOU MAY CHOOSE TO LEAVE YOUR BOOTH UNTIL THAT TIME.
- 14) **BOOTHS WHICH DO NOT PASS FIRE INSPECTION WILL BE REMOVED.** ALL NON-FOOD VENDORS MUST HAVE A FIVE (5) LB. ABC DRY CHEMICAL EXTINGUISHER AVAILABLE THAT IS FULL AND HAS BEEN SERVICED IN THE LAST 12 MONTHS WITH TAG OF THE SERVICE COMPANY OR DATE OF PURCHASE WITHIN THE PAST 12 MONTHS. YOUR BOOTH WILL BE INSPECTED BY THE FIRE MARSHALL FOR SAFETY REQUIREMENTS AND THAT EXTINGUISHER IS IN COMPLIANCE. **READ AND SIGN THE ATTACHED FIRE MARSHALL REGULATIONS TO ENSURE YOU FULLY UNDERSTAND THE REQUIREMENTS. FOOD VENDORS HAVE DIFFERENT REQUIREMENTS (SEE REGULATIONS, PG 1).**
- 15) **ANY VENDORS CAUGHT SHARING FIRE EXTINGUISHERS BETWEEN INSPECTIONS WILL BE REMOVED IMMEDIATELY, BOTH LENDER AND LENDEE, WITH NO REFUNDS.**
- 16) VENDORS WILL BE RESPONSIBLE FOR PROPER DISPOSAL OF GRAY WATER AND GARBAGE AT DESIGNATED DROP POINTS. DISPOSAL OF OIL IS THE VENDOR'S RESPONSIBILITY. ANY VENDOR DUMPING INAPPROPRIATE MATERIALS WILL BE FINED PER INCIDENT OR REMOVED. VENDORS WILL BE NOTIFIED OF DROP LOCATIONS PRIOR TO THE FESTIVAL.
- 17) VENDOR MUST HAVE PRIVATE LIABILITY COVERAGE AND A COI ON FILE WITH NCSF, OR WILL PURCHASE COVERAGE OFFERED BY NCSF AT THE TIME OF APPLICATION. VENDORS WITHOUT A COI ON FILE WILL NOT BE ALLOWED TO SET UP.
- 18) **PRICES MUST BE POSTED AND VISIBLE TO THE PUBLIC. SECTION BOARD MEMBERS WILL INSPECT AND WILL NOT ALLOW OPENING WITHOUT PROPER PRICING SIGNAGE. VENDORS ARE RESPONSIBLE FOR COLLECTING AND REPORTING THEIR OWN TAXES.**
- 19) VENDORS CANNOT SOLICIT SALES OUTSIDE THEIR BOOTH SPACE. NO SOUND AMPLIFICATION MAY BE USED UNLESS AGREED TO IN WRITING WITH THE NCSF AT THE TIME OF APPLICATION.
- 20) **NO T-SHIRTS, BOTTLED WATER, OR CARBONATED DRINKS MAY BE SOLD.** NCSF RESERVES EXCLUSIVE RIGHT TO SELL THESE ITEMS IN PARTNERSHIP WITH LOCAL COMMUNITY NON-PROFIT GROUPS AS FUNDRAISING OPPORTUNITIES. VENDORS SELLING ITEMS NOT APPROVED IN ADVANCE BY THE FESTIVAL WILL BE ASKED TO REMOVE THE ITEM OR LEAVE THE PREMISES.
- 21) NO RAFFLE SALES WILL BE ALLOWED WITHIN THE SEAFOOD FESTIVAL FOOTPRINT WITH THE EXCEPTION OF ONE GRANDFATHERED NON-PROFIT VFW FUNDRAISER. NO COUPONS MAY BE GIVEN OUT FOR ANY BUSINESS NOT DIRECTLY AFFILIATED WITH YOUR BOOTH. FREE SIGN-UP CONTESTS ARE ALLOWED AS LONG AS WINNER DRAWING TAKES PLACE POST-FESTIVAL.
- 22) NO BALLOONS, SILLY STRINGS OR SNAP-POPS ARE ALLOWED. NO PETS, SKATEBOARDS, BIKES, OR SCOOTERS ARE ALLOWED WITHIN YOUR BOOTH AREA.
- 23) THE NCSF, DIRECTORS, EMPLOYEES, VOLUNTEERS, SPONSORS AND OTHER AGENTS WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE BEFORE, DURING, OR AFTER THE FESTIVAL.
- 24) **VENDORS ARE REQUIRED TO FOLLOW ALL COVID-19 MANDATES IN EFFECT DURING OCTOBER 6-8, 2022 AS SET FORTH BY THE STATE OF NORTH CAROLINA AND THE CARTERET COUNTY HEALTH DEPARTMENT. FOR MORE INFORMATION REGARDING COVID-19 MANDATES PLEASE VISIT: <https://www.nc.gov/covid19>**

I HAVE READ AND UNDERSTAND THE VENDOR RULES AND REGULATIONS AND WILL COMPLY WITH ANY AND ALL REQUIREMENTS.
I UNDERSTAND NON-COMPLIANCE MEANS IMMEDIATE CLOSURE AND/OR REMOVAL WITH NO REFUND AND NO ADMISSION TO FUTURE NORTH CAROLINA SEAFOOD FESTIVALS.

NCSF VENDOR SIGNATURE

DATE



PLEASE READ THE FOLLOWING INFORMATION AND MAKE SURE THAT YOU UNDERSTAND ALL REGULATIONS PRIOR TO MOVE-IN ON FRIDAY. FAILURE TO ABIDE BY ALL REGULATIONS WILL CAUSE A DELAY WITH BOOTH INSPECTION WHICH MAY PREVENT A TIMELY OPENING AT FESTIVAL OR COULD CAUSE YOUR BOOTH TO BE PERMANENTLY CLOSED. CALL THE MOREHEAD CITY FIRE DEPARTMENT AT 252-726-5040 IF YOU HAVE ANY QUESTIONS.

I HAVE READ AND UNDERSTAND THE BELOW REQUIREMENTS AND WILL COMPLY WITH ANY AND ALL REGULATIONS.

NCSF VENDOR SIGNATURE

DATE

Morehead City Fire Department

"COMMUNITY BEFORE SELF"



4034 Arendell Street
Morehead City, NC 28557

To: All Vendors

The following rules shall be adhered to during setup and operation at any festival or event that is held within the City limits as well as the ETJ of Morehead City.

Propane Gas:

1. No cylinders or tanks shall be used within a tent or a building.
2. Always position cylinders and tanks so that the pressure relief valve points away from areas where points of ignition, tent openings, and where people may gather.
3. Keep cylinders in an upright position at all times. Place on firm ground or footing and secure tanks.
4. Protect and secure all gas tubing and piping from vehicle and foot traffic.
5. All tanks and cylinders must be a minimum of ten (10) feet from any heat source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to be equipped with safety shutoff controls. Check for proper working order before using.
8. **All cylinders and tanks shall be plugged when not in use.**
9. **All cylinders and tanks shall be checked for leaks before use and after each cylinder or tank is changed. Leak checks shall be done with a soap and water solution.**

Electrical:

1. **Only UL listed equipment shall be used.**
2. Electrical extension cords shall be grounded, in good condition, and of proper size for application being used.
3. Protect all electrical extension cords from vehicle and foot traffic. All cords shall be taped or covered to prevent tripping hazards.
4. Surge protectors are encouraged for all electrical use.
5. **GFCI (ground fault circuit interrupter) devices are encouraged (may be required by the building inspector)**

Fire Extinguishers:

1. **All vendors** shall have a five (5) lb. ABC dry chemical extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company or indicate date of purchase within the past 12 months.
2. **All vendors that cook with grease or have deep fat fryers shall have a Type K fire extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.**
3. **All vendors involved in cooking operations (cooking with grease or have deep fat fryers) must have (BOTH) a Class "K" extinguisher and an "ABC" Class extinguisher.**

General precautions:

1. All cylinders and tanks stored or used shall be chained to prevent them from falling.
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and placed fifty (50) feet from any heat sources.



Tents:

1. **ALL tents involved in cooking operations OR are located adjacent to cooking operations must display a flame propagation seal permanently attached to the tent fabric. Exception: Tents NOT involved in cooking operations and are located a minimum of 20 feet from adjacent tents involved in cooking operations and are exempt from the permit requirement (tents less than the minimum square footage requiring permits) will be exempt from the flame propagation requirement.**
2. **Tents and membrane structures having an area in excess of 400 square feet (with at least one side enclosed OR ALL tents 700 square feet or larger) and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official.**

Exceptions: Fabric canopies open on all sides which comply with all of the

- following: Individual canopies having a maximum size of 699 square feet
- The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 699 square feet
- A minimum clearance of 12 feet to all structures and other tents

3. **All tents greater than seven hundred (700) square feet shall have a permit issued prior to being erected.**

4. **Tents with sides enclosed greater than 400 square feet shall require a permit**

5. There shall be a minimum of **five (5)** feet between each tent. (All tents to include those less than seven hundred (700) square feet)

6. Means of Egress:

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure and located such that all points are 100 feet or less from an exit.
- Number. Tents, canopies, or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required as follows:

<u>Occupant Load</u>	<u>Minimum Number of Means of Egress</u>	<u>Minimum Width of Each Means of Egress</u> (Tent or Canopy)(Membrane structure)	
10-199	2	72 inches	36 inches
200-499	3	72 inches	72 inches
500-999	4	96 inches	72 inches
1000-1999	5	120 inches	96 inches

- Exit Signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- **Exit Sign Illumination**. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.
- Means of egress illumination. Means of egress shall be illuminated with lighting having an intensity of not less than 1 foot-candle at floor level while the structure is occupied

7. Please reference the North Carolina Fire Prevention Code, chapter 24, "Tents, Canopies and other Membrane Structures".

All vendors will be checked for compliance prior to event and activities

All vendors involved in cooking operations MUST receive an inspection (indicating vendor is approved) by the Fire Dept with an approved seal affixed on the vendor display placard prior to the start of cooking operations.