

## Festival Policies & Regulations

All vendors must move in on Friday morning from 8:00 am – 11:00 am. Food Vendors will be moving in between 6:00 am – 8:00 am so that their heavy vehicles can be moved by 8:00 am. If you only need a short amount of time to set-up, please wait until after 9:00 am to begin move-in. This will allow vehicles on the street to dissipate and avoid gridlock. You will be given a map showing the entry point into the Festival within the vendor packet. Board members will be stationed at each block to assist with proper location set-up. All vehicles must be off the streets by 11:00 am. Vehicles not off the streets by 11:00 am will be towed at the vendor's expense. Vendors who attempt to move in earlier than the designated time will be escorted off Festival grounds and not allowed to return. All vendor booth fees paid will be forfeited.

- 1) Vendors are encouraged to bring hand carts to transport additional product to their booth during the weekend.
- 2) No booth shall exceed the length requested and approved by the Festival. 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. Vendors cannot solicit sales outside their booth space. At no time will the vendor be allowed to impede the flow of traffic. Vendor must take into consideration the tongue length of their vehicle. Failure to not advise the Festival of the correct length of a canteen including tongue length may result in reassigning a vendor to an alternate location or you may be asked to leave the Festival grounds.
- 3) The NC Seafood Festival will notify the vendor of their tentative booth location prior to the festival. The NC Seafood Festival reserves the right to reassign vendor spaces prior to and throughout Festival weekend.
- 4) Booths may not be moved without permission from the Festival Vendor Committee.
- 5) Vendors are required to have their booths open until dusk on Friday and Saturday. We welcome you to stay open until closing at 11:00 pm, but you will need to bring your lighting and purchase electrical outlets from the Festival.
- 6) **The Festival goes on rain, shine and wind.** We are at the Coast – be prepared for wind. You must bring adequate bucket anchors for your tent. No stakes can be driven into the pavement or ground. We suggest that you lower your tent at night to lessen the chance of wind damage overnight.
- 7) Vendors must bring their own tables, tents/tarps, chairs, electrical cords, and any other items needed including materials to protect your product from inclement weather.
- 8) Vendors are responsible for collecting and reporting their own taxes.
- 9) 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 of Directors' Chairperson. However, you may choose to leave your booth until that time.
- 10) Only one (1) waterfront vehicle pass will be given per exhibitor for unloading and loading– NO Exceptions
- 11) Power must be paid in advance. You should bring a minimum of 100 ft. consecutive # 12 wire with 3 conductors for each outlet requested. Cords need to be 3 wire and in good condition. Cords that have worn places, splices, and plugs replaced are not allowed. Tampering with the electrical poles/boxes/devices will result in IMMEDIATE dismissal from The North Carolina Seafood Festival with NO REFUND.
- 12) All vendors must 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. Your booth will be inspected by the Fire Marshall to determine if your tent meets safety requirements and that your extinguisher is in good working order. Read the attached Fire Marshall's requirements to ensure you fully understand their requirements.
- 13) No pets, skateboards, bikes, or scooters are allowed within your booth area.
- 14) Vendor has private liability coverage for their booth or will purchase coverage through Kaliff Insurance offered by the NC Seafood Festival.
- 15) Vendors selling items not approved in advance by the Festival will be asked to leave the premises.
- 16) No T-shirts, bottled water, or carbonated drinks may be sold.
- 17) No sound amplification may be used unless agreed to in writing with the NCSF not later than 14 days prior to the Festival.
- 18) No generators will be allowed. This includes both gas and propane. Only power source allowed will be from services contracted through the Seafood Festival office. NCSF reserves the right to approve if necessary.
- 19) No raffles will be allowed on the Seafood Festival grounds. No coupons may be given out from your booth for any business not directly affiliated with your booth.
- 20) No balloons, silly strings or pop rocks are allowed.
- 21) Vendors cannot sublet, assign, donate or trade their space.
- 22) Vendors will be responsible for proper disposal of water/grease at designated drop off points. Any vendor dumping inappropriate materials will be fined and immediately removed from the Festival. Vendors will be notified of drop off locations prior to the Festival.
- 23) The North Carolina Seafood Festival, it's Board, employees, and volunteers and sponsors will not be held responsible for loss or damage before, during, or after the Festival.

**COVID-19 Regulations: Vendors are required to follow all COVID-19 mandates in effect during September 30 - October 2, 2022 as set forth by the State of NC and the Carteret County Health Department. For more information regarding COVID-19 mandates, please visit:**

<https://www.nc.gov/covid19>

**Vendors not following these guidelines will be closed immediately with no refund and no admission to future Seafood Festivals!**

**Please read the following information and make sure that you understand all regulations prior to move-in of the Festival. Failure to abide by all regulations will cause a delay with booth inspection which may prevent you from being able to serve food at Festival opening or could cause your booth to be permanently closed.**

**Call the Fire Department at 252-726-5040 if you have any questions.**

Morehead City Fire Department  
4034 Arendell Street  
Morehead City, NC 28557  
"COMMUNITY BEFORE SELF"

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 (including 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 ignition 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 MUST 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 (with the grounding plug present) OR be "Double insulated". The cords must be 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. Devices and electrical cords with "Surge protection" are encouraged for all electrical use.
5. GFCI (ground fault circuit interrupter) devices are encouraged (and may be required by the building inspector)

**Fire Extinguishers:**

1. ALL vendors (regardless of the nature of their booth) shall have a (minimum size) 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 if new, indicate date of purchase within the past 12 months.
2. All vendors that cook with grease or have deep fat fryers shall have a Class 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 (or otherwise secured) to prevent the falling (tip-over).
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and be placed a minimum of fifty (50) feet from any heat/ignition 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. Canopies and Membrane structures having an area in excess of 400 square feet; Tents having an area in excess of 800 square feet (with at least one side enclosed); OR ALL tents 1800 square feet or larger shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official.
3. All tents greater than eighteen hundred (1800) square feet shall require a permit. Tents in excess of 800 square feet with one or more enclosed sides 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 two exits 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 31, "Tents, Canopies and other Membrane Structures".

All vendors MUST receive an approved inspection by the Fire Dept. with an inspection seal affixed on the Vendor Display Placard (issued by the NC Seafood Festival and included within the vendor packet) prior to the start of the Festival.