



# 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 CANTEEN, 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.



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- 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.

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NCSF VENDOR SIGNATURE

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