



2018 FOOD VENDOR APPLICATION



FESTIVAL DATES

April 14, 2018

10AM - 7PM

Arts street festival, music & more

Uptown Greenville, North Carolina

6:00 - 9:30AM Vendor Set Up

(Vehicles must be out of festival site by 9am)

EARLY APPLICATION DEADLINE

November 8, 2017

FINAL APPLICATION DEADLINE

February 1, 2018 (postmarked by February 1, 2018)

DATES TO REMEMBER

- Nov. 17th: Early Notification (emailed) to accepted vendors applying by the early deadline of Nov. 8th
- Feb. 16th: Notification (emailed) to accepted vendors applying after Nov. 8th
- Vendors will be refunded booth fees (minus a \$30 processing fee) if you notify the Pitt County Arts Council at Emerge in writing by February 1, 2018. After this date, no refunds will be given. No exceptions. Application fees are non-refundable.
- Festival information (including booth space assignments) packet will be emailed out by the 30th of March 2018.

WHAT'S PIRATEFEST?

A large outdoor cultural celebration offering fun, food, art, and entertainment for everybody with more than 30,000 attendees annually.

FOOD VENDOR AREAS

This year, food vendors will be placed in groupings throughout the festival.

ARTS & TREASURE ISLE

Juried Fine Arts Area

This area will showcase beautiful one-of-a-kind art available from more than 40 exhibiting artists including mediums of all types – pottery, jewelry, wood, painting, and more! Bring your doubloons!

CAPTAIN'S MARKET

This area will be located on Town Common. This Market will allow attendees to become a pirate with its abundance of Pirate Wearables and Sellables.

BUCCANEER BASH STAGE

Enjoy a day full of music at the Buccaneer Bash Stage as well as beer, wine, and other refreshments in the nearby Grog Garden.

PIRATES

Roving Pirate Entertainers and visiting Pirate groups will be with us during the day, sharing their artistry in the form of song, storytelling, swordplay and dress. Though some of them are scheduled to perform at the festival's soundstages, much of their time will be spent roaming the streets of Greenville and interacting with our guests! Bring your camera! They love to have their picture taken!



@piratefestnc



#piratefestnc



@piratefestnc



Visit Our Website
www.piratefestnc.com



2018 FOOD VENDOR APPLICATION RULES & REGULATIONS

PAYMENT INFO

- \$15 Application Fee is required by all applicants. Please note: This is a processing fee that is non-refundable.
- All checks will be deposited upon receipt. Refund checks will be distributed to vendors that are not accepted.
- Checks with insufficient funds are subject to a \$50 handling fee.
- Online application & payment is available at www.piratefestnc.com.

MAIL PAYMENT & APPLICATION TO:

Attn: PirateFest

c/o Pitt County Arts Council at Emerge
404 S. Evans Street
Greenville, NC 27858

FESTIVAL TIME & PLACE

PirateFest 2018 will be located along the streets in Uptown Greenville, North Carolina. The festival runs along Evans Street from Dickinson Avenue to 1st Street and onto Town Common near the river.

SET UP: 6:00-9:30AM (Vehicles must be out of festival site by 9AM)

HOURS OF OPERATION: 10AM-7PM

FOOD VENDOR LOCATION:

Along Evans Street between Dickinson Avenue & 1st Street

BREAKDOWN: Begins at 7PM

(Vehicles may not enter the festival site until 8PM)

BOOTH SPACES

- Booth spaces are 10' wide x 10' deep for artists, blackbeard market and non-profit vendors and 18' wide x 12' deep for food vendors.
- Booth assignments: Logistics require that requests for corner booth spaces and electricity will be given first priority, followed by returning vendors for booth location, then other preferences will be considered. Limited corner spaces are available. Electricity is limited.
- Please take note that this is an outdoor street festival.
- Set-up must be professional in appearance. Participants must stay in place until the end of the festival. All units must be of sound construction and must not obstruct others.

EQUIPMENT

- Booth fees do NOT include tents, tables or chairs. Please, plan to bring your own.
- Quiet generators are encouraged.
- Preference is given to vendors who use "Pirate" theme and attire for their booth space.
- Plan to have appropriate weights for your display in the event of wind.

SELECTION & NOTIFICATION

- EARLY NOTIFICATION: Notification is sent to selected vendors applying before the early deadline date of Nov. 8th via email by Nov. 17, 2017.
- FINAL DEADLINE: All applications are due by or postmarked by Feb. 1, 2018. Notification will be sent to selected vendors by February 16, 2018 via email. Email paula@pittcountyarts.org to be added to our artist or food vendor email and mailing list for notification about upcoming opportunities.

RAINOUT PROCEDURE

- PirateFest is a rain or shine event! There is no rain date! Food vendors should be prepared to set up in the case of light rain. In the event of heavy rain or inclement weather, the PirateFest Committee will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. No refunds are given in the event that the festival is canceled due to inclement weather or in the event that a vendor decides not to participate. Should a vendor decide to pack up or leave prior to the end of the festival has been declared, that vendor may jeopardize future participation in PirateFest.

REFUND POLICY

- We understand that circumstances may require accepted PirateFest vendors to withdraw from the festival after being accepted. Vendors will be refunded their booth fees (minus a \$30 processing fee) if you notify Pitt County Arts Council at Emerge in writing by February 1, 2018. After this date, no refunds will be given. Application fees are non-refundable.

APPLICATIONS & FEES

- Please note - All checks will be deposited upon receipt. The deposits of checks does not mean that you are accepted. Refund checks will be issued for those vendors (application fee is non-refundable) not accepted for PirateFest 2018.
- Checks returned for insufficient funds are subject to a \$50.00 handling fee.

SALES TAX

- PirateFest sponsors receive no commission on sales. Each vendor is responsible for the collection of North Carolina sales tax during the festival. To apply for a Sales Tax and Use Tax Account Number visit www.dor.state.nc.us and choose form NC-BR. For additional information about North Carolina sales tax, please contact the NC Department of Revenue at 1-877-252-3052.



2018 FOOD VENDOR APPLICATION RULES & REGULATIONS (CONTINUED)

FESTIVAL SITE

- DISPLAY SURFACE: Concrete pavement (along Evans); no food vendors on Town Common.
- DISPLAY SIZE: Food Vendors: 18ft long x 12ft deep
- ATTENDANCE FIGURES from previous years: 30,000+
- PirateFest 2018 will be located along the streets in Uptown Greenville, North Carolina. The festival runs along Evans Street from Dickinson Avenue to 1st Street and onto the Town Common near the river.
- A section of this one-day outdoor festival takes place on a paved surface which prohibits anchoring any supports into the ground.
- Please plan to have appropriate weights for your display, in the event of wind.
- Water sources are available, if noted on application, to vendor booths. Water sources could be 100-200 feet away.
- Electricity is available on a limited basis for an additional fee.
- Vendors will be asked to keep all noise (including radios, background music, played instruments, etc.) at an absolute minimum in consideration of other artists and patrons.
- Vendors may not set up earlier than 6:00AM.

GENERAL SALE REQUIREMENTS

- Soda and water are prohibited by food vendors to sell or give away at PirateFest unless purchased directly from PirateFest committee. An order form will be available for Pepsi products for accepted vendors to order product in the form of cans and bottles. Vendors in violation of this policy will be suspended from the festival.

ENFORCEMENT

- It is required that food being sold at PirateFest follow PirateFest guidelines and be consistent with the menu submitted by the vendor. The PirateFest Committee and the Pitt County Arts Council at Emerge reserves the right to revoke the sale of any food item in question from the event, as well as the vendor if PirateFest directions and policies are not followed. The removal of a vendor would result in the forfeit of all fees and future participation may be refused.

DIGITAL IMAGES

- All food vendors must include a photo of their booth space and 3 photos that highlight their food. This photo can be e-mailed to info@pittcountyarts.org or submitted on a CD. These items will also be used for promotional materials.

SELECTION CRITERIA

- In order to maintain the quality standard for PirateFest, vendors re-apply every year.

FOOD VENDORS

- Food vendors are required to complete a Health Department application and return with festival application and a menu. Vendors must pass inspection by the Health Department.
- Selling prepackaged foods require an artist vendor application. This includes, but is not limited to, bottle sauces, canned jams, jellies, condiments, candies, and/or prepared baked goods or other prepackaged foods. Vendors must submit documentation that such foods were prepared in a permitted and licensed kitchen.
- Vendors will be placed in small groups throughout the festival (in food court like area).
- Vendors are required to submit a complete list of every food item and the price that will be charged for each. Include ONLY items that you plan to sell at PirateFest.
- Menu/price list of sale items must be posted (minimum 18"x24") on the front of the concession listing the prices of all items being sold. Vendors will not be allowed to deviate from the menus submitted to PirateFest Committee.
- Raffles, drawings, and contests must be pre-approved by the PirateFest Committee.
- All vendor signage MUST stay within booth space. Placing advertisement signage outside of booth space at the festival is prohibited.
- Food concessions are prohibited from selling bottled water or sodas (carbonated or otherwise) with the exception of un-canned tea or coffee, unless product is purchased directly from PirateFest. A limited number of concessionaires will be permitted to sell fresh squeezed fruit juices on a first come, first serve basis.
- Vendor locations are determined by the PirateFest Committee.
- Vendors must remain in place until the end of the festival.
- Space Assignments, parking information, etc. will be emailed to vendors by the 30th of March.
- Fee is refundable (minus a \$30 processing fee) if written cancellation notice is received by February 1, 2018. No Exceptions.
- Make checks payable to "PirateFest" for APPLICATION AND BOOTH FEES and "Pitt County Health Department" for TEMPORARY FOOD PERMIT.





2018 FOOD VENDOR APPLICATION

CONTACT INFORMATION

First and Last Name: _____

Business Name: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

E-mail Address: _____

Website Address: _____

Vending Setup: Trailer Tent Pushcart Food Truck

Do you need water access? Yes No

Do you need Electricity access? Yes No

Are you self-contained? Yes No

Will you be using a generator? Yes No

Is your generator able to be placed away from your set-up? Yes No

Is your generator loud? Very quiet Light noise Pretty loud Really loud

Would you be interested in vending the night before, Friday, April 13, from 5PM until 8PM? (Interested vendors will be hand chosen by committee and required to pay Friday night booth fee of \$50.) Yes No

Dimensions of your booth set up:
_____ (front to back) x _____ (side to side)

Cost of items being sold: \$ _____ to \$ _____
Are you interested in selling Pepsi Products? _____

CHECKLIST

- Complete the entire application and sign.
- Include payment for your application fee, and booth fee. Be sure to include payment if applicable for corner spaces, electricity, etc.
- Make check for application/booth fees payable to "PirateFest."
- All vendors must complete the Pitt County Temporary Food Vendor Permit and return with a \$75 fee to Pitt County (if applicable). Permit and fee (if applicable) must be submitted to Pitt County Arts Council at Emerge.
- Submit digital images in the requested format of booth and a few highlighted food items.
- Be sure to read over the Rules & Regulations prior to submitting application and payment.
- Include a menu of food that you intend to sell at PirateFest that includes prices.

DIRECT ALL CORRESPONDENCE AND INQUIRIES TO:

PirateFest 2018 Entries

Pitt County Arts Council at Emerge
404 S. Evans St.

Greenville, North Carolina 27858
(252) 551-6947 or

email paula@pittcountyarts.org

Contact Person: Paula Rountree

PUBLICITY INFORMATION

◦ To have the ability to best describe our vendors and craftspeople in printed media and publicity, we request that you write two or more sentences about yourself and your business. Also, please provide a brief description (six words or less) of the items to be sold at your booth. Please include 1-3 images of your booth and set up.

The PirateFest Committee reserves the right to deny any application.



2018 FOOD VENDOR APPLICATION

APPLICATION/PAYMENT SUBMISSION

APPLICATIONS RECEIVED AFTER February 1, 2018 WILL NOT BE CONSIDERED.

Checks for Food Applications should be made payable to "PirateFest."

Checks for Pitt County Temporary Food Vendor Permit should be made payable to "Pitt County."

GENERAL RELEASE LIABILITY AND WAIVER:

PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville assume no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville of any and all claims and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by the PirateFest. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images, slides, and information herein submitted to PirateFest for publicity (both electronic and print usage) and documentation. I have read and understand all information in this application and I agree to comply with all PirateFest rules and regulations.

Signature _____ Date _____

APPLICATION & BOOTH FEES

Booth Spaces are 18' wide x 12' deep

(Please note - All checks will be deposited upon receipt. Refund checks will be issued for those vendors not accepted for PirateFest 2018. Application fees are non-refundable.)

BOOTH OPTIONS (BOOTHS LOCATED BETWEEN 5TH & 1ST STREET ON EVANS STREET)

- Single Booth Space (If you apply by Nov. 8th - \$225 / If you apply after Nov. 8th \$275)
- Double Booth Space (If you apply by Nov. 8th - \$400 / If you apply after Nov. 8th - \$475)
- Uptown Booth Space (only for restaurants located in the Uptown District, must apply by Feb. 1st to receive discounted fee of \$50)

CORNER & ELECTRICITY OPTIONS (LIMITED - EARLY APPLICATION ENCOURAGED)

Electricity 100v-20-amp outlet (Vendor must provide 100+ extension cord) (no splitters or power strips)

- One Outlet (plug) \$75
- Corner Booth Space Fee \$50

APPLICATION FEE

- Application Fee \$15 (Please Note: This is a processing fee required by all participants and is non-refundable)

TOTAL APPLICATION/BOOTH FEES (Check made payable to "PirateFest.")

TOTALS

+\$15
