



FOOD VENDOR APPLICATION

Saturday, JULY 23rd, 2016

10 AM – 7 PM

NAME OF COMPANY:	
CONTACT PERSON:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DESCRIPTION OF PRODUCT(S):	

****Please provide a picture of your booth along with exact dimension (including tongue of trailer). Please also attach your full menu with pricing with your application.**

I am interested in renting:

10 x 10 space (\$250):	Yes	No
10x20 space (\$350):	Yes	No
Mobile Unit (\$400):	Yes	No

Tent Size: _____ Mobile Unit Size: _____ (please write length of truck / trailer)

I will need electricity: Voltage/Wattage Needed _____ 110v (\$50 each) _____ 220V (\$100)

****All completed applications, a photo of your booth, and full menu with pricing must be submitted by 5:00 pm Monday, June 27, 2016.***

General release: The Undersigned does hereby release, forever discharge, and hold the City of Raleigh, or any of their employees, associates, or sponsors of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or in equity from any loss or damage to property of the Undersigned while in possession or supervision of the festival, it's agents, representatives, or employees. The Undersigned consents to enforcement of all festival rules. The Undersigned gives permission for photos or depiction of his/her work accepted for the Destination Dix to be used for festival promotion purposes. Festival management reserves the right to disqualify or expel any exhibitor failing to follow festival guidelines or causing any problems to fellow exhibitors, patrons, or management. Management reserves the right to make final interpretation of all rules.

Signature of Applicant: _____ Date: _____

***Please e-mail completed application w/ photo of booth set up and menu with full pricing list no later than Monday, June 27 to: Jennifer Martin (info@grma.org)**

Dix Celebration: July 23, 2016

Date and Times

Destination Dix food vendor portion will operate **Saturday July 23 from 10-7 pm.**

IMPORTANT DATES:

DEADLINE APPLICATION w/ photo of booth set up: 5:00pm Monday, June 27, 2016
VENDOR ACCEPTANCE NOTIFICATION by: 5:00pm Friday, July 1, 2016
REGISTRATION FEE: 5:00pm Wednesday, July 6th, 2016
TEMPORARY FOOD ESTABLISHMENT PERMIT: 5:00pm Wednesday, July 6th, 2016

Purpose

Destination Dix is a celebration of the one-year anniversary of acquiring Dorothea Dix from the state. Attendance is estimated at 30,000.

Applications

Please fill out the attached application with a photo of your booth and full menu with pricing and e-mail by Monday, June 27, 2016 to Jennifer Martin (info@grma.org).

****You will be notified on or before Friday July 1, 2016 of your acceptance.**

TFE

Please check out the Wake County Temporary Food Establishment page: <http://www.wakegov.com/food/festivals/Pages/tfe.aspx>. A TFE permit is required to sell food or drink at a special event. There is a \$75 fee for each TFE permit issued due at least 15 calendar days prior to each event. Payments may be called in to 919.856.7400 or you can send a check to the Raleigh Convention Center - made out to Wake County Environmental Services - and I can turn it in. Some vendors may be exempt from the North Carolina regulations, so please check to see if this exemption applies to you.

Registration Fee, Tents and/or Booths

Upon vendor application approval the registration fee will be due no later than **Wednesday, July 6th**. The registration fees for Destination Dix are as follows:

FOOD VENDOR SPACE:

10x10 space = \$250

10x20 space = \$350

Mobile Unit = \$400

Tents are not provided. A table & two chairs are available upon request.

Electricity

Electricity will be provided for an additional fee.

The electrical fees are as follows:

110 volts = Per 20 amp service \$50.00

220 volts = \$100.00 (Vendor will be notified if needed to provide a max of 100 feet of power cable)

Set-Up and Tear Down

SET-UP: Saturday, July 23 (7:30am-9:30 am) ALL FOOD VENDORS NEEDING PERMITTING MUST BE SET UP BY 9:30am July 23, 2016.

TEAR DOWN: Breakdown is permitted no earlier than 11:00 pm on Saturday, July 23, 2016. **NO EXCEPTIONS.**

Inclement Weather

The exhibitor acknowledges that he/she assumes the risk that the festival maybe canceled due to inclement weather or any other reason at the sole discretion of The Raleigh Convention Center. In the event of cancellation all fees are nonrefundable.

Rules and Regulations:

- The approved vendor will occupy his/her booth at all times. No subletting or sharing of space is permitted.
- Each vendor is responsible for collecting NC State Sales Tax and filling the necessary paperwork with the NC Department of Revenue.
- An accepted application is a commitment to display your work/services during ALL scheduled hours of the festival. No refunds will be issued for cancellations.
- Vendors may only sell what they have listed on their initial application. Festival staff has the right to deny sales of such items.
- Vendors should use their own means of display, which must be sufficiently sturdy to withstand weather and crowds. Staking into pavement will not be tolerated. Please bring your own weights or items to hold the tent and/or display down. Vendors are not allowed to tie down to any city property. Each exhibitor is responsible for his/her own display in case of loss or damage.
- Exhibitors should be timely in arrival and expedite setup in as quick a manner as possible. All vehicles must be removed from the festival site at specified times. Tardy exhibitors may be excluded from setting up.
- Set-up and breakdown times will be strictly enforced. You must arrive at the specified time. Breakdown will not begin until the end of show. Due to the large crowds expected it is imperative all vendors remain open for business. Vehicles will not be permitted into the show area until all visitors have left the area, usually one 30 minutes after the end of show. Event Management will have the final decision on this safety precaution.
- All materials are to be disposed of appropriately; either in on-site trash receptacles, or removed by each exhibitor to be disposed of off-site.
- **ALL RULES WILL BE STRICTLY ENFORCED.** Failure to comply with the rules as outlined above, expressed by Event Management/Event Staff or unruly behavior (including intoxication, verbal abuse etc.) by the exhibitor or any assistants may be grounds for immediate expulsion from the event and will eliminate exhibitor from any future events.
- **We will have parking passes available to you at check in.**