

2020 Ocean City Jazz Festival Vendor Application / Terms and Conditions

All vendors must have their booth space checked for cleanliness by an Ocean City Jazz Festival (OCJF) staff member before departure. All trash and debris must be taken to the dumpster by vendor and the area must be free of grease and oil dumps.

Booth Signage:

Vendors are required to bring their own signage to showcase their extended product price menu. This signage can be hung on the front of booth tables, displayed on sandwich board signs, or free standing signs. If free standing signs or Sandwich Boards are used then they must not obstruct the pedestrian walkway and must not be displayed more than 4 ft beyond the Vendor Booth Space. Vendors will be permitted to hang signs/banners above their booth space. Signage should not exceed a maximum height of 2.5 feet (32 in) above the tent and should be no longer than your booth.

Booth Logistics:

Vendors will be required to bring their own tent, table and chairs for use within their booths. None will be provided.

Vendors using electricity must bring 125 feet of extension cord. This includes RV Connections. If vendor desires lighting they must bring lighting with them.

Ocean City Jazz Festival Will Be Providing Vendors With:

Designated Space
Vendor Parking Passes and Vendor Wristbands

All vendor items must remain within the vendor space, including signs and chairs. The Ocean City Jazz Festival WILL NOT be providing tables or chairs to vendors, vendors must supply their own.

Vendor Passes Will be Allocated as Follows:

Food Trucks: receive THREE (3) Vendor armbands and ONE (1) Vendor Parking Passes per day

10x10 Vendor Booth: receives TWO (2) Vendor armbands and ONE (1) Vendor Parking Pass per day

10x20 Vendor Booth: receives THREE (3) Vendor armbands and ONE (1) Vendor Parking Pass per day

10x30 Craft Vendor Booth: receives FOUR (4) Vendor armbands and Vendor Parking Passes

Up to FOUR (4) additional vendor parking passes may be purchased at \$50 each and up to EIGHT (8) additional Vendor wristbands may be purchased at \$150 each

Vendor Wristbands:

Vendors will be provided with VENDOR wristbands and are required to wear them on their wrists. Anyone found without a wristband will be asked to leave the event. The Vendor wristband is only for the use of you accessing the venue to run your booth. It is forbidden for vendors to set up seating in the field to watch the show. You are welcome to enjoy the event but you must do so from your booth. Any vendors or people wearing vendor wristbands who are found sitting in the attendee seating area or roaming without permission are grounds for eviction from the event. Vendors and staff are NOT ALLOWED to set up chairs in the concert area prior to gates opening. We will also not allow you to set your chairs up and leave them unattended for a later use. Chairs left in the concert areas will be removed by the event staff and not returned.

Vendor Parking Location:

Vendors may park in the Designated Vendor Parking lot at Carver Street using their provided Hang Tag.

Festival Dates and Times:

July 2, 2020: 7 – 9 PM: Kickoff Activities

July 3-4, 2020:

Doors open: Friday and Saturday General Admission 4pm

Show ends: ~9:30pm All Dates

Vendors are required to be operational:

Thursday, July 2, 2020 6:30pm - 9:00pm

Friday July 3, 2020 3:30pm - 9:30pm

Saturday July 5, 2020 3:30am - 9:30pm

***All vendors are required to have their booth set up by the times fore-mentioned. At 3:30 pm Vendors will be asked to remove their cars from inside the Venue. No cars are allowed to drive into the festival to restock or unload after this point. All restocking must be done by hand cart.

Vendors will be assigned a specific space at the event as selected by festival management based on size and electrical requirements. All vendor vehicles must be in the vendor parking lot and cleared from the festival grounds 3:30 pm. Any vehicle that is inside the festival grounds or parked anywhere other than the designated vendor parking area will be towed at the vendor's expense. Vendors are not allowed to have golf cart/gator/four wheelers or like vehicles inside the festival grounds during the event operating hours

Weather:

The festival will take place rain or shine. Please keep up-to-date on weather reports and plan your attire and preparations accordingly. **No Returns, Exchanges, or Refunds**

Vendor Etiquette:

No Coolers, No exceptions. No outside food or drink allowed

Food Safety & Food Vending Booths:

Food vendors should submit their food permit to the OCJF by June 1, 2020. Food vendor areas will be inspected nightly for proper food storage and cleanliness. Vendors who do not store foods safely, will be closed down and forfeit their proceeds. Food Safety is a must!

Food Trucks must check out with a OCJF Staff Member every night before leaving the venue so that an inspection of cleanliness and food safety can be made. A cell phone contact number for food truck vendors must be supplied in case we need to contact you regarding your truck inspection.

WE DO NOT GUARANTEE PRODUCT EXCLUSIVITY - WE DO RESERVE THE RIGHT TO DENY ITEMS IF WE FEEL THE CATEGORIES ARE TOO OVER REPRESENTED.

Vendor Booth Take Down and Check Out:

Vendors may begin taking their booth spaces down after the close of show on Sunday night at 9:30pm. Take Down and removal of items from booth space MUST BE COMPLETED by 11pm. Cars and vehicles will not be able to enter the festival Venue to pack items directly into until 10pm Sunday. All trash and debris must be removed by vendor and the area must be free of grease and oil dumps.

Important Dates and Times for Vendor Applicants:

May 8, 2020 by 11:59pm CST (Midnight)-----Application Deadline
[Submitting an application DOES NOT guarantee acceptance for the Ocean City Jazz Festival 2020]

May 15, 2020 Vendor Acceptance letters will be EMAILED to Vendors selected for 2020 from The Ocean City Jazz Festival

All of Following are due by Friday, June 5, 2020 by 11:59am CST (Midnight)

- 1) Proof of Insurance (Liability and Automobile)
- 2) FULL PAYMENT of Application fee and electricity fees
- 3) Vendor Final menu and pricing

Menus received after June 5, 2020 will incur a \$100 late fee. Booth Rental payment after June 5, 2020 will also incur a \$100 late fee. If both Menu and Payment are late the total in late fees to be added will be \$200. Any Changes made to pricing or menus after original submission to the Ocean City Jazz Festival will incur a \$5 fee per item or price. If Menu and Full Payment (including late fees) are not received by, June 12, 2020 then the Vendor will forfeit their opportunity to participate at the Ocean City Jazz Festival 2020 and their accepted application will be voided for 2020. No payment will be accepted after June 12, 2020, no exceptions.

Set Up Dates: July 3, 2019 (12:30-3:00 PM)

Take Down Dates: July 4, 2019 (9:30-11 PM) Booth inspection will be required prior to vendor's departure for cleanliness

Vendor Application must be completed and postmarked no later than MAY 8, 2020
 Mail forms & Payment to Ocean City Jazz Festival, PO Box 1207, Sneads Ferry, NC 28460

Vendor Type (check one):			
Commercial <input type="checkbox"/>	Crafts <input type="checkbox"/>	Arts <input type="checkbox"/>	Apparel <input type="checkbox"/>
Jewelry <input type="checkbox"/>	Food <input type="checkbox"/>	Non-Profit <input type="checkbox"/>	Other _____
Organization/Business Name:		Primary Phone:	
Contact Name:		Email:	
Street Address:		City/State/Zip Code:	
Booth Size:	10 x 10 <input type="checkbox"/>	20 x 10 <input type="checkbox"/>	30 x 10 <input type="checkbox"/>
Require Electricity: <input type="checkbox"/>			
Special Requirements:			
FOUR Entree Item Limit. Please select your best specialty entrees and list menu below: Wine, beer, soda and water will be exclusively sold by the Ocean City Jazz Festival within the venue. *Please limit side items to a maximum of 8 and dessert items to a maximum of 4*			
Entrees	Sides	Dessert	
1	1	1	
2	2	2	
3	3	3	
4	4	4	
5	5		
	6		
	7		
	8		
Release & Hold Harmless			
I/we, the undersigned, for and in consideration of permission and space to participate in the Ocean City Jazz Festival, July 3-5, 2020, agree to release and hold harmless, and defend the OCJF, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expenses, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the OCJF, participating in OCJF or traveling to or from the OCJF. I have read and fully understand the above release and hold harmless agreement.			

Vendor Fees: Commercial (2-3 Days) - \$400 (20x10 Size); \$600 (10x30 Size)
 Arts/Crafts/Jewelry/Apparel/Other - \$ 60 per Night
 Food Vendor - \$100 per Night
 Non-Profit - \$50 – per Night

Name of Vendor (Print): _____

Vendor Signature: _____

Date _____

Food Vendors

- Preparation of food for sale to the public is specifically governed by the regulations of the State of NC Department of Health.
- Food can **only** be provided to the public through a self-contained/mobile unit which meets the specific regulations of and has been permitted by the NC Department of Health.
- Food vendors must contact the Onslow County Environmental Health Department at 910 938-5851 to obtain required permits.
This must be done no later than 15 days prior to the event.
- Pre-packaged food which has been prepared at a licensed restaurant or company and is available for purchase in a pre-packaged form is permitted to be sold or otherwise vended at Ocean City Jazz Festival.
- Vendors must provide their own potable water. No water connections are available in the Festival area.
- All food vendors must follow all federal, state and local food handling regulations.
- There is no dumping of grease/cooking waste in the venue, **no exceptions!** Vendors found in violation will be asked to leave the event immediately with no refund of booth fees.
- **All food vendors agree not to sale beverages (soda, water, beer, wine)**
- Have enough supplies on hand for the entire event. Vehicles will not be permitted to move into the festival area once the event begins.
- Food vendors will be **required** to provide a Certificate of Liability Insurance with their application. Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate NAIC# must be active (certified through State of NC not surplus)
- Vendors are asked to stay the entire length of the event. Vendor will only be allowed breakdown and exit the event after the event site has been cleared and event coordinators have instructed them to do so.
- Menu items must be pre-approved by the Ocean City Jazz Festival Committee, so please include a sample menu with your application. Ocean City Jazz Festival will not allow multiple vendors with the same products.
- Once your vendor trailer is in place, the vehicle towing it must be removed no later than 3PM.
- Vehicles will not be allowed in the festival area once the event has begun.
- There is no free electricity on site.
- All food vendors must be ready for Inspections no later than 3PM.

Food Vendor Check List

<input type="checkbox"/>	Permit from Onslow County Health Dept or submit copy of permit to Onslow County Health Dept.
<input type="checkbox"/>	If not registered in Onslow County submit a copy of last inspection to the Onslow County Health Dept.
<input type="checkbox"/>	If not registered in Onslow County submit a temporary food establishment application to Onslow County Health Dept (http://www.onslowcountync.gov/668/Environmental-Health-Division)
<input type="checkbox"/>	Container for grease disposal
<input type="checkbox"/>	Food grade plastic gloves
<input type="checkbox"/>	Potable water
<input type="checkbox"/>	Ice and appropriate storage for trash receptacles and liners
<input type="checkbox"/>	Sanitizing solutions