

Leland's Founders' Day 2019

Food Truck Rules and Regulations

Please keep a copy of the *Rules and Procedures and Application Form* for your records.
Visit www.townofleland.com/recreation for event updates and information.

Event Information

Date: **September 14, 2019**

Hours: **3 PM – 9 PM**

Location: **Leland Municipal Park (113 Town Hall Drive, Leland, NC)**

Application Due Date: **August 2, 2019 by 5 PM** *Late applications will not be accepted.*

Vendor Fee, Space and Requirements

- **\$100**
(The fee includes only the vendor space, electricity and areas for waste disposal-trash and grey water. Vendors must supply their own tables, chairs, tents, supplies, equipment, etc. Potable water is available on request.)
- Vendor spaces are 10'x10', 10'x20' or 20'x20' and are situated on pavement or on the ground in an open field. Appropriate ground cover may be required by Brunswick County Health Department.
This is an outdoor event with no coverage.
- Food Truck space is limited and approval is not guaranteed. Each application will be reviewed; if accepted, the vendor fee will be deposited. Upon acceptance, the information on the application form will be used to contact the vendor.
- **All vendors MUST carry commercial liability insurance and provide a copy of the certificate with their application. Applications without insurance certificates will not be considered.**
- Vendor fees will not be refunded for cancellations or no-shows.
- Leland's Founders' Day is held rain or shine. If the event is cancelled due to severe weather (hurricanes, tornados, lightning, etc.) there will be no rain date/refunds.
- Space assignments will be given a week before the event. Space switching is **not** allowed. Particular spaces cannot be promised ahead of time due to multiple factors that must be considered when assigning spaces.
- Vendors must follow all fire safety policies and procedures and take direction from event officials. Under no circumstances can vendors block driveways/walkways or emergency vehicles.

Set-up/Breakdown and Presentation

- **Vendor set-up times are 11:30 AM to 1:30 PM. All vendors must be in their assigned space by 1:30 PM and set-up by 2:30 PM. If you are not in your space by 1:30 PM, you will not be allowed to enter the event grounds or set-up.**
- **All menu items and prices must be visible to the general public at all times. Items NOT approved by Leland Parks and Recreation may NOT be sold at the event.**
- In the event of Inclement Weather, you will not be allowed to move your booth until an official decision has been made to close the event. However, for safety reasons you may choose to leave your booth until that time.
- **Food Trucks must stay set-up and are not allowed to break down until the conclusion of the event at 9 PM. No vehicles will be allowed in the event area until after 9:25 PM.** (Vendors may begin to clean-up and start packing-up during this time.)
- There will be some parking available close to the event grounds for vendors, but is not guaranteed. All other parking will be in general parking.

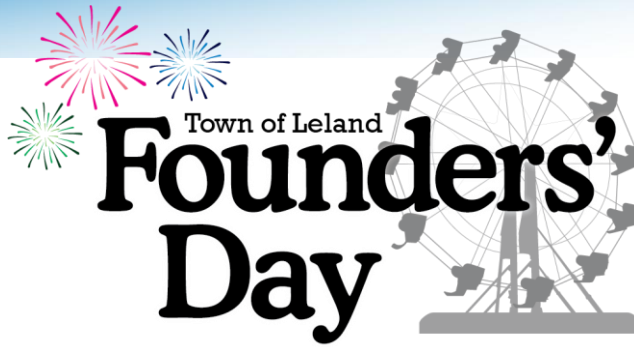
Sales

- Each vendor is responsible for collecting and paying NC State Sales Tax.
- Each vendor must provide their NC State & Use Tax Number or Certificate of Registration Number on their application. For more information, review N.C. Gen. Stat. §105-164.4(c) or visit <http://www.dornnc.com/taxes/sales/specialty.html>
- Vendors must display their sales tax certificate during event hours.
- If your product requires special permits from the NC Department of Agriculture or other state offices, those permits must be displayed in the booth.

Miscellaneous Information

- **No vehicles will be allowed in the event area during the event.** If you have to bring additional supplies into the event grounds, you will have to use a hand truck or make arrangements for golf cart assistance.
- There is a "No Pet Policy" for this event. For safety and sanitation, please leave your pets at home.
- **Gray Water:** Several gray water barrels will be placed in the Food Vendor Area. Please use them for Gray Water Only. Do not dump any oils, grease, batter, or like materials in the gray water barrels, or in the Portable Toilets.
- **Grease: Disposal of oil and grease will be the vendor's responsibility. Any vendor found dumping inappropriate material will be reported to the proper authorities and immediately removed from the event.**
- **Recycling:** We ask that you refrain from using Styrofoam products. Paper products, bottled water and canned drinks are encouraged as we will provide recycling containers on the festival grounds.





_____ Leland's Founders' Day 2019 _____

_____ Food Truck Application _____

Must complete in full with signature and return to Leland Town Hall by August 2 at 5 pm to be considered for a Food Truck space at Leland's Founders' Day 2019.

Food Truck Name: _____

Contact's Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____

NC Sales Tax ID #: _____

Food Truck Space Needed: _____

(Please specify length and width of truck. Each space is \$100.)

Do you require a water connection? Yes No

Please specify amps needed: _____

(over)

**Please List ALL menu items you wish to sell at Leland's Founders' Day along with prices for each item.
(Any item not listed below will not be allowed to be sold at the event.)**

Menu Item	Price

Please send application, insurance certificates, signed hold harmless waiver and vendor fees (\$100) to:

**Leland Parks and Recreation
102 Town Hall Dr.
Leland, NC 28451**

(Please make checks payable to Town of Leland)

My signature below denotes my complete understanding and agreement with the Leland Founders' Day Rules and Procedures. I will collect and bag all trash/debris and place in a trash receptacle at the end of the event. The undersigned acknowledges that all food items prepared and sold at the event must be pre-approved by Leland Parks and Recreation. If a food is not approved the vendor agrees that he/she will not include the item on the menu. Failure to follow the Rules and Procedures may result in removal from the event with no refund.

Signature

Date

Print Name



Release and Hold Harmless Agreement

I, as a concessionaire at Leland Founders' Day, hereby agree to:

Indemnify, hold harmless, and defend the Leland Founders' Day event, Leland Parks and Recreation, the Town of Leland, their successors or interests from and against any and all claims, demands, actions, debts, liabilities and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the Concessionaire, its agents, volunteers, or employees while in, upon or about the Leland Founders' Day Event/Leland Municipal Complex Grounds where the concession is located, or while going to or departing from the same, and to indemnify and save harmless the Leland Founders' Day Event, Leland Parks and Recreation, Town of Leland and their successors in interest from any liability and that Leland Founders' Day Event may suffer as the result of acts of negligence, fraud, or misconduct of any Concessionaire's agent, volunteer or employees on or about the Leland Founders' Day Event/Leland Municipal Complex Grounds.

Release the Leland Founders' Day Event, Leland Parks and Recreation and Town of Leland from any and all liability for loss or damage to property and merchandise used by the Concessionaire in the operation of the concession due to theft, fire, storm, flood and damages through any force of nature or otherwise.

I further grant Leland Founders' Day and its officials permission to use any photographs, motion pictures, recordings or any other record of my participation in the festival for any legitimate reasons.

Vendor Signature

Date

Print Name

For office use only

Date Application Received: _____ Vendor Fee: _____ (Check #: _____)

Liability Insurance: ___ Yes ___ No Liability Agreement Signed: ___ Yes ___ No

Confirmation sent to vendor: ___ Email ___ Phone Call ___ Letter Date: _____

Booth Size: _____ Booth(s) Assigned: _____