

# FOOD VENDOR

MumFest, Saturday & Sunday October 8 - 9, 2016

Saturday 10:00am-7:00pm, Sunday 10:00am-5:30pm

Must complete in full with signature to be considered for vendor space at

**MAKE COPIES FOR YOUR FILES**

If paying by check make payable to: Swiss Bear/MumFest

Business/Organization: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email (Required): \_\_\_\_\_

Website: \_\_\_\_\_

EIN/Soc. Sec. ID# \_\_\_\_\_ NC Sales Tax # \_\_\_\_\_

Full or Part Time Business: \_\_\_\_\_ Propane Equipment Y/N (Circle one)

## ENTRY FEES:

Food/Commercial Space:

\$800 per 20'x10' Exhibit Space Total \$ \_\_\_\_\_

\$200 per additional 5' x 10' Exhibit Space #\_\_\_ spaces Total \$ \_\_\_\_\_

Electrical: *Vendor provides 150'+ UL approved extension cord*

\$ 75 per 110V—20 amp \_\_\_\_\_ Total \$ \_\_\_\_\_

\$100 per 220V—30 amp \_\_\_\_\_ Total \$ \_\_\_\_\_

City Service Fee: (Required)

\$ 35 (\$25 Service Fee, \$10 Inspection Fee) Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

**REQUIRED SET UP TIME: Friday, 6:00 p.m. — 11:00 p.m.**

If you have a contained unit with a serving window, please indicate which side the window is on.

Check which applies:

- \_\_\_\_\_ Drivers Side  
\_\_\_\_\_ Passenger Side  
\_\_\_\_\_ No serving window

Initial "Read & Accepted": \_\_\_\_\_

# MumFest 2016 - October 8 - 9, 2016

## Food Vendor – Menu Submission

**First Come, First Serve :**

**Vendors may submit a formal request for more than 1 Vendor location. If interested in more than one location, submit your request early.**

**Menu/Category :**

**To avoid duplication, the number of vendors in each category will be limited.**

To offer a diverse selection to festival goers, food vendors must design their menu to fit a specific category. **Food vendors MUST select a category and sell foods specific to that category only.**

Select only one category.

**\*Do not include foods unrelated to the category you selected** (see examples listed at the end of the form.)

**Check your Category:\***

\_\_\_\_\_ American \_\_\_\_\_ Asian \_\_\_\_\_ Italian \_\_\_\_\_ German \_\_\_\_\_ Mediterranean \_\_\_\_\_ Seafood  
 \_\_\_\_\_ Mexican \_\_\_\_\_ BBQ \_\_\_\_\_ Sweets/Desserts/Frozen Drinks \_\_\_\_\_ Other  
 specify)\_\_\_\_\_

List **all** menu items you wish to sell. ***Do not attach your menu in place of this form.***

Use extra sheets if needed. We reserve the right to require you to adjust your menu to limit duplication amongst MumFest Food Vendors. Write item name **exactly** as it will appear on your printed menu. **This must be same menu as will be submitted to Health Dept.**

**The agreed upon menu and pricing will be enforced. Vendors MUST post the agreed upon menu listing with pricing on a sign (minimum 18"x 24") no later than the Saturday morning of the festival. Sign is to be posted on the front of the concession. SIGNS WILL BE INSPECTED. CHALKBOARDS AND HANDWRITTEN SIGNS ARE NOT PERMITTED. VENDORS MAY NOT DEVIATE FROM THE AGREED UPON MENU. VIOLATORS MAY BE SHUT DOWN.**

<u>Item</u>	<u>Price</u>	<u>Item</u>	<u>Price</u>

**Additional Information for your Consideration:**

**Vendors are restricted from selling carbonated beverages and bottled water. Fruit drinks, tea and coffee are allowed.**

Unless you have been specifically applied to be a Funnel Cake Vendor, funnel cake should not be included as a menu item.

**Sign and return with application:**

***If you have questions regarding categories, call the office (252)638-5781 before submitting applications.***

\_\_\_\_\_ **(Required)**  
Electronic Signature or Signature

\_\_\_\_\_ **(Required)**  
Date

***NOTE: A copy of this form will be sent to Craven County Health Dept/Environmental Services.***

**\*Examples of food categories and menu items in those food categories:**

**American:** Hot dogs, hamburgers, french fries, funnel cakes, chili, corn dogs, blooming onions, Philly cheese steak, chicken strips, etc.

**Asian:** Teriyaki, chicken, steak on a stick, egg roll, fried rice, lo mein, Pad Thai, sushi, etc.

**German:** Bratwurst, kielbasa, sauerkraut, etc.

**Mediterranean:** Gyros, pita's (veggie, chicken, etc), kebobs, humus/tabouleh pitas, grape leaves etc.

**Italian:** Pizza, Italian sausage, fried mozzarella, fried zucchini stix, chicken parmesan, meatballs, etc.

**Mexican:** Nachos grande, Mexican rice, Southwest fried pickle spears, Quesadilla, churros, bunuelos, sopapillas, etc.

**Seafood:** Crab cakes, shrimp, clam strips, founder baskets, etc.

**Sweets/Dessert/Frozen Drinks:** Ice cream, funnel cakes, candy, Slushie, fried oreos, shortcake, snow balls, etc.

**\*Other:** Kettle Corn, Roast Corn, nuts, pickles, etc.

**FOOD APPLICATION**  
**MumFest, October 8 - 9, 2016**  
**Saturday 10am-7pm, Sunday 10am-5:30pm**  
**Spaces assigned; rain or shine event**

**Read carefully; complete accurately; note space limitations**

**CRITERIA:**

- **Food Vendors may submit a formal request for more than 1 location.**
- **FUNNEL CAKE** sales are limited; if interested in being a funnel cake Vendor submit your application as soon as possible.
- **Pre-packaged foods require a Commercial Application.**
- The New Bern Lions Club has exclusive rights to sell carbonated beverages and bottled water. **FOOD VENDORS ARE RESTRICTED FROM SELLING CARBONATED BEVERAGES AND BOTTLED WATER. NO EXCEPTIONS.**
- Fruit drinks, tea and coffee can be sold by Food Vendors.
- **A CERTIFICATE OF COMPREHENSIVE GENERAL/LIABILITY (MINIMUM \$1,000,000) IS REQUIRED NAMING SWISS BEAR & CITY OF NEW BERN AS ADDITIONAL INSURED.** Due immediately upon being accepted as a vendor.
- A current photo of the unit setup or trailer that will be at the festival **MUST** be included with application.
- A current photo of Vendor signage must be submitted. Signage cannot exceed 12' in height from the street/ground.
- Vendors provide their own setup; tables, chairs, tent, etc.
- Food Vendors must choose a category, fill out and submit the menu form included with this application. Vendors may be required to adjust menus to limit duplication and insure diversity.
- **The agreed upon menu and pricing will be enforced. Vendors MUST post the agreed upon menu listing with pricing on a sign (minimum 18"x 24") no later than the Saturday morning of the festival. Sign is to be posted on the front of the concession. Signs will be inspected. CHALK-BOARDS AND HAND-WRITTEN SIGNS ARE NOT PERMITTED. VENDORS MAY NOT DEVIATE FROM THE AGREED UPON MENU IN ANY WAY. VIOLATORS MAY BE SHUT DOWN.**
- All Food Vendors must submit a **Temporary Food Establishment Permit Application** to the Craven County Health Department no later than **5:00p.m. on September 23, 2016.** Food Vendors requiring a Health Department permit must also submit a **\$75.00 permit application fee.** Applications are available at <http://www.cravencountync.gov/departments/hth/env/fli/forms.cfm> and may be mailed to **P.O. Drawer 12610 New Bern, NC 28561** or emailed to [envhealth@cravencountync.gov](mailto:envhealth@cravencountync.gov). Call 252-696-4936 with questions or to pay the permit application payment fee by phone.
- **All food preparation areas (to include equipment, food preparation, and dishwashing) must be covered by a flame retardant tent. (This includes use of sidewalk area for these tasks.) If the area is not covered properly, it cannot be used to prepare food.**
- Food Vendors must submit (with application) a written description of:
  - how food is cooked, held and stored,
  - hand washing system,
  - ware washing system.
- **Procedures regarding trash, recyclables, grease and brown water must be followed.**

Initial "Read & Accepted": \_\_\_\_\_

- *Your concession cannot encroach on vendors in adjacent spaces. In determining the exact footage needed for your concession, be sure to include trailer tongues, canopies, counters, etc. You will not be allowed to set up if your concession extends beyond your assigned booth space .*
- Fee is refundable (less \$50 processing fee) if written cancellation notice is received by 7/1/2016. *Email is an acceptable form of communication.*
- Vendors must have a NC Sales Tax Number which can be purchased from a NC State Revenue office.

**ADDITIONAL INFORMATION:**

- Overnight security is provided Friday & Saturday evenings and early mornings.
- Vendors will be charged a **\$30.00 processing fee** for checks returned for insufficient funds.
- **Email address is required.**
- **All communication will be done electronically.**
- **Space assignments, parking information, etc. will be emailed to vendors in late September 2016.**

***The undersigned agrees that they will be responsible for any loss or damage to their work/display area during MumFest '16 and that Swiss Bear Downtown Development Corporation and the City of New Bern be held harmless in the event of an incident. It is further agreed that the undersigned will abide by all rules and instructions set forth in this application. Compliance to the terms set forth in the application will be enforced. Violators may be subject to dismissal. It is further agreed the undersigned will carry their own General Liability Insurances with limits no lower than \$1,000,000 per occurrence and \$2,000,000 aggregate and provide a Certificate of Insurance naming Swiss Bear Downtown Development Corporation and the City of New Bern as certificate holders (additionally insured). No refunds after July 1, 2016.***

\_\_\_\_\_  
**Electronic Signature or Signature (Required)**

\_\_\_\_\_  
**Date**



Swiss Bear/MumFest, P.O. Box 597, New Bern, NC 28563  
 Phone: (252) 638-5781, Email: [mumfest@swissbear.org](mailto:mumfest@swissbear.org)  
 For more information: [www.mumfest.com](http://www.mumfest.com)