

Historic Hertford, Inc. 28TH Indian Summer Festival

Saturday, September 12, 2009, 9 a.m. until 5 p.m.

Application Package and RULES & REGULATIONS for all food vendors.

General info: Historic Hertford, Inc. reserves the right to the Indian Summer Festival name and logo. The logo may not be used or displayed in any way, or affixed to any items. Historic Hertford, Inc. reserves the right to determine item suitability and will approve all items offered in any vendor booth. **Only those items pre-approved by Jury will be allowed to be sold or displayed during the festival.** Only those individuals/groups/businesses who submit an application, pay the stated fee will be allowed to display and/or sell. Knives, poprocks, fire-works of any description, *spray string, odor producing devices*, balls on strings, water guns, or any other water-shooting device, water balloons, pea shooters, guns of any description or other items deemed a safety hazard or prohibited by state or local ordinance are strictly prohibited on festival grounds and may not be sold. Those vendors not complying will be asked to close immediately. No flea market or Dollar Store items may be sold. Raffles are allowed as long as the raffle winner is drawn and announced on the festival public address system by 5 p.m. the day of the festival.

Booths: Booth spaces measure 10 x 10. There is about a 2-foot space between booths. Booths are marked in chalk and numbered. Vendors who apply by the deadline will receive a confirmation notice prior to the festival. You will receive your booth assignment when you check-in the morning of the festival. Please do not phone Historic Hertford, Inc. or Committee members to find out about your assigned space. Requests for specific placement will be considered, but are not guaranteed. Please arrange your booth so as not to interfere with or obstruct the view of other booths. Please staff your booth at all times during the festival hours. Historic Hertford, Inc. is not responsible for any damage or loss and is not liable for damages, injuries or loss to any person or goods from any cause whatsoever in connection with use of space on the festival grounds.

Electricity is available on a first-request basis for an additional fee of \$15. No generators or ice making machines allowed. All electrical cords and appliances must be in excellent condition. Cords and appliances deemed by the festival electrician to be in a condition dangerous for use will not be allowed to be used. Please note that 120 V current is available at the top of light poles. Vendors are responsible for bringing cords long enough to reach electricity. Someone will be available to perform the actual hook-up.

Vendors: You are responsible for reporting your own taxes. Please keep trash picked up in your booth area. Large trash receptacles are located along Church Street. Please place any trash bags, etc. in those receptacles when you leave. Do not leave them on the street. All items needed for booth operation are the responsibility of the vendor.

Tents may be used, but must fit inside the allotted booth space. Each vendor will receive one vendor parking pass upon arrival, allowing him/her to park in a designated vendor parking area and in the set-up area. Only one vehicle at a time per vendor is allowed for set-up and the parking pass must be displayed in order to enter the area. Please display the pass on the dash of the vehicle.

Set-up time is Saturday, September 12, 2009, 6 a.m.—8:30 a.m. No vehicles will be allowed to enter the set-up area after 8 a.m. Vendors not arriving until after 8 a.m. must park and move their items into the festival venue on foot. No vehicles of any description are to be kept with booths and must be moved no later than 8:30 a.m. **No booth may close down before 5 p.m.** Please remove your booth no later than 6:30 p.m. Vehicles will be allowed back in the vendor area at 5:30 p.m.

Entry/exit instructions: All vendors must enter the festival at the corner of Church and Dobbs St. (Coming from Highway 17 to Church St.) All Food Vendors located on Market St. must also enter from Church and Dobbs St. and then turn left from Church onto Market St. Vehicles may not turn around on Market Street. Vehicles must leave by traveling west towards Covent Garden Street. Vehicles must stay in the right lane. **No parking in the left lane whatsoever or you will be ticketed.** It must remain open for emergency purposes. The same traffic rules for set-up, i.e. travel direction, keeping left lanes open, etc. will apply on leaving.

THANK YOU FOR YOUR COOPERATION!

www.historichertfordinc.org

Historic Hertford – 118 W. Market Street- Hertford, NC 27944
252-426-1425

Attention All Food Vendors

It has been brought to our attention that there have been some changes made in the health laws affecting food vendors at open air festivals.

We remind you that it is expected that your facility be in compliance with North Carolina Health Department regulations.

We urge you to check on these regulations, as there are no refunds if you show up and the health department shuts you down. There will be no permits issued the day of the festival.



March 27, 2009

Dear Prospective Indian Summer Festival Vendor,

Historic Hertford, Inc. is pleased to announce the upcoming 28th annual Indian Summer Festival scheduled for Saturday, September 12, 2009 from 9am to 5pm. The festival will be bigger and better than ever featuring quality arts, crafts and displays. There will be something for everyone including children's events, games, entertainment and a wide variety of food and beverage.

Please find enclosed a vendor packet for your review. We welcome you to participate in this exciting regional event. Should you have any questions please feel free to contact the Indian Summer Festival Hotline @ 252-426-1425, or by e-mail at historichertford@mchsi.com.

Applications are on-line for downloading at <http://historichertfordinc.org>

We look forward to hearing from you and hope you will join us for this historic event!

With kind regards,
Vendor Committee

HISTORIC HERTFORD, INC. 118 W. Market St. Hertford, NC 27944
252-426-1425

Town of Hertford's - Main Street Program

Food Booth Application Indian Summer Festival 2009

Name of Business/Organization/Individual: _____

(This is how you will be listed in the Festival program guide.)

Contact Person: _____ Phone: _____

Address: _____

E-mail: _____ Fax: _____

PLEASE FILL IN THE INFORMATION BELOW

What food /drinks will be sold?

1 _____ 2 _____ 3 _____

Equipment to be used: _____

(attach extra sheets if necessary)

Fees

On Site Prepared Food Vendors (Cooking)

Registered before July 15, 2009

\$135.00 (10% discount off the \$150 base price!)

On or After July 15, 2009

\$150.00

After August 1, 2009

\$200.00

Each additional booth \$50.00

Electric fee (available any booth type) \$15.00 (110v)

\$25.00 (240v)

TOTAL \$ _____

#Prongs _____ #amps pulled: _____

Booth space is limited. The deadline to reserve booths and be listed in the Festival promotional material is August 1. No refunds after August 1. No rain date. Requests for refunds must be made in writing. Upon receipt of your application, you will receive a confirmation. We reserve the right to limit the number of booths selling the same product.

Special requests including booth assignment: _____

Please read and sign below and send in with your fees:

I have read, understood and agree to abide by the Festival Rules and Regulations. Please sign below and send your complete application with check and made payable to Historic Hertford, Inc., 118 W. Market Street, Hertford, NC 27944.

____ Please check if it is OK to share your name with other event venues Please forward your information directly to ARHS-thank you **PLEASE KEEP THE INSTRUCTIONS FOR YOUR RECORDS AND FOR REFERENCE**

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252-426-1425

We accept major credit cards



Environmental Health Services

Jerry Parks MPH
Health Director

Ralph Hollowell, RS, LSS
Environmental Health Director



To: Event Food Service Vendor
From: Albemarle Regional Health Services (ARHS)
County
Re: Request for Permit

Please complete all of the following items:

Name: _____

Address: _____

Daytime Phone: _____

Name of Event: _____

Dates of Event: _____ Location of Event: _____

Length of Event: _____ Time you will be set up for inspection: _____

Note: Vendors not ready within 30 min. of this time will not receive a permit

Proposed Menu: _____

Yes No Are you a non-profit organization? If yes, please list Federal Tax ID Number: _____

Yes No Have you sold or do you plan to sell food at another event anywhere in the state of North Carolina within the month of the proposed event?

I understand that if I operate for more than two consecutive days anywhere in North Carolina within the same month of the proposed event that I may be required to obtain a permit from the local health department.

I understand that the signature of any employee of the ARHS on this document is not a permit to operate and that such signature does not in any way ensure that the ARHS will ever issue a permit for operation of the establishment.

Signed: _____ Date: _____

ARHS Signature: _____ Date: _____

_____ This vendor will require a permit _____ This vendor **will not** require a permit

A \$50.00 fee is required for temporary permits. Please consult with your local EHS prior to submitting payment to ensure proper application is made.

NO REFUNDS NO EXCEPTIONS

FOR OFFICE USE

Date of Payment: _____

Method of Payment CHECK _____ CASH MONEY ORDER CHARGE

P. O. Box 189 711 Roanoke Avenue Elizabeth City, North Carolina 27907-0189
Tel: 252-338-4490 Fax: 252-337-7921