

# 2021 YOUTH ARTS FESTIVAL

## FOOD APPLICATION



### FESTIVAL DATE

**October 23, 2021**

**10:00AM - 4:00PM**

Arts festival, music, talent and more!

**Town Common, Greenville, NC**

7:00 - 9:30AM Vendor Set Up

(Vehicles must be out of festival site by **9:00AM**.)

### APPLICATION & PAYMENT DEADLINE

September 18, 2021

### DATES TO REMEMBER

- Vendors will be refunded booth fees (minus a \$30 processing fee) if you notify the Pitt County Arts Council at Emerge in writing by October 1, 2021. After this date, no refunds will be given. No exceptions.
- Festival information packet (including booth space assignments) will be emailed out by October 2, 2021.

### PAYMENT INFO

- All checks will be deposited upon receipt.
- Checks with insufficient funds are subject to a \$50 handling fee.

### APPLICATION:

Mail application to:  
Pitt County Arts Council at Emerge  
**Attn: Youth Arts Festival**  
404 S. Evans St.  
Greenville, NC 27858

Or submit online at:  
[www.youthartsfest.com](http://www.youthartsfest.com)

### FESTIVAL TIME & PLACE

Youth Arts Festival 2021 will be located along 1st Street and on Greenville Town Common near the river.

SET UP: 7:00-9:30AM

(Vehicles must be out of festival load in area by 9:00AM.)

HOURS OF OPERATION: 10:00AM-4:00PM

FOOD VENDOR LOCATION: On the Town Common side of 1st Street

BREAKDOWN: Begins at 4:00PM

(Vehicles may not enter the festival load-in area until 4:15PM.)

### BOOTH SPACES

- A section of this one-day outdoor festival takes place on a paved surface which prohibits anchoring any supports into the ground.
- Please plan to have appropriate weights for your display, in the event of wind.
- Water sources are available, if noted on application, to vendor booths. Water sources could be up to 100-200 feet away.
- Electricity is available on a limited basis for an additional fee.
- Vendors will be asked to keep all noise (including radios, background music, played instruments, etc.) at an absolute minimum in consideration of other artists and patrons.
- Please take note that this is an outdoor street festival.
- Set-up must be professional in appearance. Participants must stay in place until the end of the festival. All units must be of sound construction and must not obstruct others.

### EQUIPMENT

- Booth fees do NOT include tents, tables, or chairs. Please, plan to bring your own.
- Quiet generators are encouraged.
- Plan to have appropriate weights for your display, in the event of wind.

# 2021 FOOD VENDOR APPLICATION RULES & REGULATIONS

## APPLICATIONS & FEES

- Please note – All checks will be deposited upon receipt. The deposits of checks does not mean that you are accepted. Refund checks will be issued for those vendors not accepted for Youth Arts Festival 2021.
- Checks returned for insufficient funds are subject to a \$50 handling fee.

## REFUND POLICY

- We understand that circumstances may require accepted Youth Arts Festival vendors to withdraw from the festival after being accepted. Vendors will be refunded their booth fees (minus a \$30 processing fee) if you notify Pitt County Arts Council at Emerge in writing by October 1, 2021. After this date, no refunds will be given. No exceptions.

## RAINOUT PROCEDURE

- Youth Arts Festival is a rain or shine event! There is no rain date! Food vendors should be prepared to set up in the case of light rain. In the event of heavy rain or inclement weather, the Youth Arts Festival Committee will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. No refunds are given in the event that the festival is canceled due to inclement weather or in the event that a vendor decides not to participate. Should a vendor decide to pack up or leave prior to when the end of the festival has been declared, that vendor may jeopardize future participation in the Youth Arts Festival.

## SALES TAX

- Youth Arts Festival organizers receive no commission on sales. Each vendor is responsible for the collection of North Carolina sales tax during the festival. To apply for a Sales Tax and Use Tax Account Number visit [www.dor.state.nc.us](http://www.dor.state.nc.us) and choose form NC-BR. For additional information about North Carolina sales tax, please contact the NC Department of Revenue at 1-877-252-3052.

## DIGITAL IMAGES

- All food vendors must include a photo of their booth space and 3 photos that highlight their food. These photos can be e-mailed to [paula@pittcountyarts.org](mailto:paula@pittcountyarts.org). These items could also be used for promotional materials.

## ENFORCEMENT

- Food vendors are required to complete a Health Department application and return with a festival application and a menu. Vendors must pass inspection by the Health Department.
- Vendors will be placed along the Greenville Town Common side of 1st Street.
- Vendors are required to submit a complete list of every food item and the price that will be charged for each. Include ONLY items that you plan to sell at Youth Arts Festival.
- Menu/price list of sale items must be posted (minimum 18"x 24") on the front of the concession listing the prices of all items being sold. Vendors will not be allowed to deviate from the menus submitted to Youth Arts Festival Committee.
- All vendor signage MUST stay within their booth space. Placing advertisement signage outside of booth space at the festival is prohibited.
- Vendor locations are determined by the Youth Arts Festival Committee.
- Vendors must remain in place until the end of the festival.
- Space assignments, parking information, etc., will be emailed to vendors by October 2, 2021.
- Fees are refundable (minus a \$30 processing fee) if a written cancellation notice is received by October 1, 2021. No exceptions!
- Make checks payable to "Emerge" for BOOTH FEES and "Pitt County Health Department" for your TEMPORARY FOOD PERMIT.
- It is required that food being sold at the Youth Arts Festival follow Youth Arts Festival guidelines and be consistent with the menu submitted by the vendor. The Youth Arts Festival Committee, the City of Greenville, and the Pitt County Arts Council at Emerge reserves the right to revoke the sale of any food item in question from the event, as well as the vendor if Youth Arts Festival directions and policies are not followed. The removal of a vendor would result in the forfeit of all fees and future participation may be refused.



# YOUTH ARTS FESTIVAL 2021 FOOD VENDOR APPLICATION

## CONTACT INFORMATION

First and Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

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

Vending Setup:  Trailer  Tent  Pushcart  Food Truck

Do you need water access?  Yes  No

Do you need Electricity access?  Yes  No

Are you self-contained?  Yes  No

Will you be using a generator?  Yes  No

Is your generator able to be placed away from your setup?  Yes  No

Is your generator loud?  Very quiet  Light noise  Pretty loud  Really loud

Dimensions of your booth setup:  
\_\_\_\_\_ (front to back) x \_\_\_\_\_ (side to side)

Cost of items being sold:  
\$ \_\_\_\_\_ to \$ \_\_\_\_\_

## CHECKLIST

- Complete the entire application and sign.
- Include payment for your application fee, and booth fee. Be sure to include payment if applicable for corner spaces, electricity, etc.
- Make check for booth fees payable to "Emerge."
- All vendors must complete the Pitt County Temporary Food Vendor Permit and return with a \$75 fee to Pitt County (if applicable). Permit and fee (if applicable) must be submitted to Pitt County Arts Council at Emerge.
- Be sure to read over the Rules & Regulations prior to submitting application and payment.
- Include a menu of food with prices that you intend to sell at the Youth Arts Festival.

## DIRECT ALL CORRESPONDENCE & INQUIRIES TO:

Pitt County Arts Council at Emerge  
**Youth Arts Festival 2021 Entries**  
404 S. Evans St.  
Greenville, NC 27858  
(252) 551-6947 or  
email [paula@pittcountyarts.org](mailto:paula@pittcountyarts.org)  
Contact Person: Paula Rountree

## PUBLICITY INFORMATION

◉ To have the ability to best describe our vendors in printed media and publicity, we request that you write two or more sentences about yourself and your business. Also, please provide a brief description (six words or less) of the items to be sold at your booth. Please include 1-3 images of your booth and setup.

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# YOUTH ARTS FESTIVAL 2021 FOOD VENDOR APPLICATION

## APPLICATION & PAYMENT SUBMISSION

Checks for Food Applications should be made payable to “Emerge”.

Checks for Pitt County Temporary Food Vendor Permit should be made payable to “Pitt County Health Department”.

### GENERAL RELEASE LIABILITY & WAIVER:

Youth Arts Festival, the Pitt County Arts Council at Emerge, City of Greenville, and ECU assume no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges the Pitt County Arts Council at Emerge, City of Greenville, and ECU of any and all claims and suits from damages or loss to the undersigned’s property during the event. The undersigned agrees to abide by the rules established by the Youth Arts Festival. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images, slides, and information herein submitted to Youth Arts Festival for publicity (both electronic and print usage) and documentation. I have read and understand all information in this application and I agree to comply with all Youth Arts Festival rules and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## BOOTH FEES

(Please note – All checks will be deposited upon submission.)

### BOOTH (LOCATED ON 1ST ST.)

(Booth size is based on the needs of each vendor.)

TOTAL BOOTH FEES (Make check payable to “Emerge”.)

TOTAL

\$200

