

# 2019 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 trash, grease or oil dumps.

## **Booth Signage:**

Vendors are required to bring their own signage to display their extended product price menu. This signage can be hung on the front of booth tables, displayed on sandwich board signs, or freestanding signs. If freestanding 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.

## **Ocean City Jazz Festival Will Be Providing Vendors With:**

Designated Space  
Basic Lighting Supplied  
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 ONE (1) Vendor Parking Passes

## **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 tent 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 is grounds for eviction from the event without refund. Vendors and staff are NOT ALLOWED to set up chairs in the concert area. 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 on Island Drive using their provided Hang Tag/OCJF Parking Permit.

## **Festival Dates and Times:**

July 4, 2019: 5 – 9 PM: Kickoff Activities (Beer and Wine Tasting 5-7PM, Kickoff Party 7:30-9:30 PM)

July 5-7, 2019:

Doors open: Friday General Admission 4pm

Saturday & Sunday General Admission 4pm

Show ends: ~9:30pm All Dates

## **Vendors are required to be operational:**

Setup time begins at 1 PM

Thursday, July 4, 2019: :4:00pm - 9:00pm

Friday July 5, 2019: 3:00pm - 9:00pm

Saturday July 6, 2019: 3:00pm - 9:00pm

Sunday July7, 2019: 3:00pm - 9:00pm

\*\*\*All vendors are required to have their booth set up by the times fore-mentioned. At 3:00 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. All vendor vehicles must be in the vendor parking lot and cleared from the festival grounds by 3:00 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 Refunds**

## **Vendor Etiquette:**

**No Coolers, no outside food or drink allowed no exceptions.** Vendors wearing potentially offensive images will be asked to change, to cover the image or to leave the venue without refund. No weapons allowed at venue.

## **Food Safety & Food Vending Booths:**

**Food vendors should submit their food permit and completed temporary food establishment application to the Onslow County Health Department by June 1, 2019.**

Food Trucks must check out with an OCJF Staff Member before leaving the venue so that an inspection of cleanliness 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.

**OUR GOAL IS TO HAVE A VARIETY OF FOOD PRODUCTS, HOWEVER, WE DO NOT GUARANTEE PRODUCT EXCLUSIVITY - WE DO RESERVE THE RIGHT TO DENY ITEMS IF WE FEEL THE CATEGORIES ARE OVER REPRESENTED.**

## **Vendor Booth Take Down and Check Out:**

Vendors may begin taking their booth spaces down after the close of show. Take Down and removal of items from booth space **MUST BE COMPLETED** by 10:30 pm. Cars and vehicles will not be able to enter the festival venue to pack items directly until the close of the show. Vendor must remove all trash and debris and the area must be free of trash, and no grease or oil dumped.

## **Important Dates and Times for Vendor Applicants:**

**May 15, 2019 by 11:59pm CST (Midnight) -----Application Deadline**  
**[Submitting an application DOES NOT guarantee acceptance for the Ocean City Jazz Festival 2019]**

May 22, 2019 Vendor Acceptance letters will be EMAILED to Vendors selected for 2019 from The Ocean City Jazz Festival

All of Following are due by, June 1, 2019 by 11:59am CST (Midnight)

- 1) Proof of Insurance (Liability and Automobile)
- 2) FULL PAYMENT of Application fee
- 3) Vendor Final menu and pricing
- 4) Copy of Permit to Onslow County Health Department
- 5) Temporary Food Establishment Application to Onslow Health Department

**Vendor Application must be completed and postmarked no later than MAY 15, 2019**  
 Mail forms & Payment to Ocean City Jazz Festival, PO Box 1207, Sneads Ferry, NC 28460

<b>Vendor Type (check one):</b>			
<b>Commercial</b> <input type="checkbox"/>	<b>Crafts</b> <input type="checkbox"/>	<b>Arts</b> <input type="checkbox"/>	<b>Apparel</b> <input type="checkbox"/>
<b>Jewelry</b> <input type="checkbox"/>	<b>Food</b> <input type="checkbox"/>	<b>Non-Profit</b> <input type="checkbox"/>	<b>Other</b> _____
<b>Describe Merchandise or Service (in detail):</b>			
<b>Organization/Business Name:</b>		<b>Primary Phone:</b>	
<b>Contact Name:</b>		<b>Email:</b>	
<b>Street Address:</b>		<b>City/State/Zip Code:</b>	
<b>Booth Size:</b>	<b>10 x 10</b> <input type="checkbox"/>	<b>10 x 20</b> <input type="checkbox"/>	<b>10 x 30</b> <input type="checkbox"/>
<b>Dates in Attendance (check all that apply):</b>			
<b>July 4, 2019</b> _____		<b>July 5, 2019</b> _____	
<b>July 6, 2019</b> _____		<b>July 7, 2019</b> _____	
FIVE Entree Item Limit. Please select your best specialty entrees and list menu below: <b>Wine, beer, soda and water will be exclusively sold by the Ocean City Jazz Festival within the venue.</b> *Please limit side items to a maximum of 7 and dessert items to a maximum of 4			
<b>Entrees</b>	<b>Sides</b>	<b>Dessert</b>	
1	1	1	
2	2	2	
3	3	3	
4	4	4	
5	5		
	6		
	7		
<b>Release &amp; Hold Harmless</b>			
I/we, the undersigned, for and in consideration of permission and space to participate in the Ocean City Jazz Festival, July 4-7, 2019, 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 - ; \$130 per night (10x20 Size); \$200 per night (10x30 Size)  
 Arts/Crafts/Jewelry/Apparel/Other- \$30 per night  
 Food Truck Vendor - \$50 per Night; Single Item Food Vendor: \$25 per Night  
 Non-Profit - \$50 total for 3-4 Nights

Name of Vendor (Print): \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Food Vendors

- A Temporary Food Establishment Application (TFE) must be submitted to the Environmental Health Services Section of the Onslow County Health Department at least 20 calendar days before the event. <https://www.onslowcountync.gov/DocumentCenter/View/8175/Temporary-Food-Establishment-Application-TFE-NEW>
- 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.
- 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)**
- Please 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 3:00PM.
- Vehicles will not be allowed in the festival area once the event has begun.
- There is no availability of electricity on site.
- **All food vendors must be ready for Inspections no later than 3:00PM.**

## Food Vendor Check List

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"/>	Temporary Food Establishment Application (TFE) must be submitted to the Environmental Health Services Section of the Onslow County Health Department at least 20 calendar days before the event. <a href="https://www.onslowcountync.gov/DocumentCenter/View/8175/Temporary-Food-Establishment-Application-TFE-NEW">https://www.onslowcountync.gov/DocumentCenter/View/8175/Temporary-Food-Establishment-Application-TFE-NEW</a>
<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
<input type="checkbox"/>	You must return to your commissary at the end of each day for servicing and re-stocking