

**NORTH CAROLINA PECAN HARVEST FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**

**Acceptance into the NC Pecan Harvest Festival is at the discretion of the NC Pecan Harvest Festival Committee and submission of an application does not guarantee acceptance.**

Applications are due by October 23, 2023. Applications received after October 23rd will be considered only if there is still space available and the late fee is included. Failure to provide the festival with accurate information requested within this application could result in the loss of space and/or forfeiture of fees. Incomplete applications will not be processed.

**PLEASE PRINT:**

BUSINESS OR ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

***Most communication from the NC Pecan Harvest Festival will come via email.***

PAST EXHIBITOR?  YES  NO

VENDOR CHECK-IN ON FRIDAY NIGHT?  YES  NO

**APPLICANT ACKNOWLEDGEMENT:**

Applicant understands the NC Pecan Harvest Festival (hereafter "Festival Organizers") reserves the right to reject any and all applications. Applicant understands that he/she is responsible for reading and adhering to any and all vendor rules and regulations as may be established by the Festival Organizers, as well as any and all applicable local, state, and federal laws and regulations. Applicant hereby agrees to indemnify, hold harmless, and release the City of Whiteville., and the Festival Organizers and any all sponsors or agents from any loss, liability, damage, or costs (including attorney fees and court costs) and any and all claims of injury or damages resulting from and/or arising out of his/her participation in the NC Pecan Harvest Festival, whether caused by negligence or willful act of the Applicant or any other person. Applicant further understands that there will be no refunds in the event of rain. By his/her signature below, Applicant agrees to consider this application a commitment to abide by any and all rules and regulations that may be set forth by the Festival organizers and that it is solely responsible for obtaining any and all liability insurance coverage for his/her business/organization. Applicant understands that only items and information including in this application and approved by Festival Organizers may be sold and/or given away during the NC Pecan Harvest Festival. Applicant also consents to the NC Pecan Harvest Festival utilizing its photograph, image, and/or sound in promotional materials, including print, broadcast, and online internet media.

**APPLICANT HAS READ AND WILL ADHERE TO THE 2022 NC PECAN HARVEST FESTIVAL FOOD VENDOR RULES & POLICIES Included in this Package. Violation of any vendor policies will result in forfeiture of vendor fees.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACCESS TO ELECTRIC POWER:** Each Food Vendor is provided access to one (1) 110 volt electric outlet. The use of electric heaters and/or air conditioners is not supported. Vendors must bring an extension cord for connection and any power strips/surge protectors that you might need. The festival will not provide these items. Only 110 Power Is Available!

**PERSONAL GENERATOR USE:** Generators must be approved by the NC Pecan Harvest Festival Committee prior to approval for use within the festival grounds. Approved generators will need to be secured in such a way as to prevent injury to festival attendees, volunteers, and staff. Please email [manntl@ec.rr.com](mailto:manntl@ec.rr.com) with information of the proposed generator.

**VENDOR APPLICATION FEE and TEMPORARY FOOD SERVICE PERMIT**

**Vendor Application Fee:** The Vendor application fee for an approximately 25 ft. x 12 ft. space is \$275.00 payable to the North Carolina Pecan Harvest Festival.

Columbus County Environmental Health Department Temporary Food Service Applications are available at <https://www2.columbusco.org/health/Environmental/TFEapplication.pdf> and there is a \$75.00 fee which is payable to Columbus County Health Department. You are responsible for submitting the application and fee to the Health Department. **The festival is not responsible for any inability to serve food by vendor if vendor fails to complete application with fee, if necessary to the Columbus County Health Department.**

If you have questions concerning the Temporary Food Service Permit Application, please contact the Columbus County Health Department, PO Box 810, Whiteville, NC 28472 or by phone at 910-640-6617.

**NORTH CAROLINA PECAN HARVEST FESTIVAL**  
**NOVEMBER 4, 2023**  
**FOOD VENDOR RULES & POLICIES**

THE NC PECAN HARVEST FESTIVAL HAS ESTABLISHED RULES & POLICIES TO ENSURE ALL VENDORS ARE CONSIDERED EQUALLY AND TO ENSURE THE SAFETY OF THOSE ATTENDING THE FESTIVAL. BY SUBMITTING YOUR COMPLETED APPLICATION, YOU AGREE TO ABIDE BY THESE RULES AND POLICIES. PLEASE READ THEM CAREFULLY. YOUR COMPLIANCE IS MUCH APPRECIATED.

- The NC Pecan Festival Committee reserves the sole right to select any and all participants.
- Applications will be processed in the order of date received and must include all fees and other required information. An incomplete application will be removed from consideration.
- **ALL FOOD VENDORS MUST SUBMIT A MENU LISTING ITEMS AVAILABLE FOR SALE.** Menu prices must be submitted with the application and must be displayed in your booth during the festival.
- **LOCAL DOWNTOWN EATING ESTABLISHMENTS AND THE WHITEVILLE BAND BOOSTERS HAVE THE EXCLUSIVE RIGHT TO SERVE SOFT DRINKS, HOTDOGS AND HAMBURGERS.**
- It is the sole responsibility of each food vendor to meet all NC Department of Revenue, NC Department of Health, and the City of Whiteville Fire Department regulations.
- Vendor set-up begins at 6:00 a.m. on Festival Day. Friday night early check-in is available from 6:30 p.m. to 8:00 p.m. only if pre-arranged and your unit can be secured overnight. No additional security will be provided for vendors who choose to check in on Friday night.
- All vendor vehicles must be moved off the street no later than 9:00 a.m. on festival day and food vendors must be ready to sell by 9:30 a.m.
- **Vendors must remain open and sales-ready until 4:00 p.m. Vendors are NOT ALLOWED vehicular access into the festival grounds until 4:30 p.m. Vendors are advised to bring dollies should they need to leave between 4:00 p.m. and 4:30 p.m. to transport goods to their vehicles. This also applies to vendors parked in festival ground lots.**
- Vendors are responsible for their initial water supply. Water to refill hand-washing tanks will be available on-site.
- All food vendors must serve from a self-contained unit or from under a tent. Tents, tables, and chairs must be provided by the vendor.
- Sales are limited to assigned spaces. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival.
- No refunds will be issued due to any disruption or interruption of the festival as a result of weather or any cause beyond the control of the Pecan Festival Committee. **No refunds will be given due to your inability to attend the festival.**
- Payments returned by the bank for any reason will incur a \$30.00 fee and the application will be voided until suitable payment is received.
- Limited electrical access is available. Electric service must be requested at the time of application. Electric service includes one outlet.
- Vendors are responsible for leaving the space in the same condition as when the vendor arrived. Oil spills and/or damage to the space must be reported immediately to the vendor coordinator.
- No amplified music or speakers are allowed at vendor booths.
- If a vendor is rude or disrespectful to the public, event staff, or other vendors, they will be asked to leave, no refunds will be given, and the vendor can be disqualified from future events.
- Vendors are responsible for paying all associated vendor fees before their application will be considered complete and ready for processing. Incomplete applications will not be processed.
- Vendors or their authorized designee are responsible for signing in at vendor check-in the day of the festival.
- **If you have any questions or concerns, please call the NC Pecan Harvest Festival at 910-641-1000 or email [manntl@ec.rr.com](mailto:manntl@ec.rr.com).**

**COVID-19 Vendor Agreement and Acknowledgement**

Due to the ongoing threat of COVID-19, all 2022 NC Pecan Harvest Festival Vendors will be required to agree to the following policies. Please initial and sign where indicated.

**COVID-19 VENDOR POLICIES**

*Please initial each statement below.* Vendors who violate COVID-19 policies will forfeit their vendor compliance deposit and will not be allowed to apply to be a vendor at the 2022 NC Pecan Harvest Festival until after the regular application period has closed if space allows.

\_\_\_ Vendor will require all employees/volunteers within their vendor booth to wear a face covering and utilize appropriate PPE at all times while inside festival grounds.

\_\_\_ Vendor will make hand sanitizer available in a visible location for festival attendee use at their booths.

\_\_\_ Vendor will make every effort to provide contactless payment options for festival attendees.

\_\_\_ Vendor will require all booth employees/volunteers to monitor their health and will not allow an employee or volunteer to work at their booth if they are exhibiting any COVID-19 symptoms to include, but not limited to: fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell.

\_\_\_ Vendor agrees to report any sudden on-set of COVID-19 symptoms in their employees/volunteers to include fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell during festival hours to a festival representative for further guidance. Vendors who experience COVID-19 symptoms during festival hours may be asked to quarantine in a designated area for the duration of the festival or be asked to vacate festival grounds.

\_\_\_ Vendor agrees that he/she and/or his/her employees/volunteers will not attend the NC Pecan Harvest Festival if they or anyone in their immediate households have tested positive or have come into direct contact as defined by NCDHEC for COVID-19 during the period of October 21, 2022, through November 5, 2022.

\_\_\_ Vendor agrees to report all incidents of an employee or volunteer testing positive for COVID-19 within 14 days after the NC Pecan Harvest Festival.

\_\_\_ Vendor agrees to promote and enforce social distancing for customers in line at their booth or shopping inside their booth.

\_\_\_ Vendor agrees to abide by all applicable NCDHEC and City of Whiteville guidelines while at the 2022 NC Pecan Harvest Festival and clean frequently touched surfaces throughout the duration of the festival.

**COVID-19 VENDOR RISK ACKNOWLEDGEMENT**

Vendor acknowledges that exposure to COVID-19 is an inherent risk in any public location where people are present; the NC Pecan Harvest Festival cannot guarantee you will not be exposed during your visit. The CDC advises that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Vendors and attendees should evaluate their own risk in determining whether to attend. People who show no symptoms can still spread COVID-19 if they are infected; any interaction with the general public poses an elevated risk of being exposed to COVID-19. By vending at or attending the NC Pecan Harvest Festival, you acknowledge and agree that you assume these inherent risks associated with attendance and agree to hold the NC Pecan Harvest Festival, City of Whiteville and its sponsors, agents, staff, and volunteers harmless. Further, should you decide not to vend at the NC Pecan Harvest Festival, no refunds for vendor space will be provided.

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

Vendor Printed Name: \_\_\_\_\_