

2023 YOUTH ARTS FESTIVAL FOOD VENDOR APPLICATION



FESTIVAL DATE

October 14, 2023

10:00AM - 4:00PM

Town Common, Greenville, NC

EVENT HIGHLIGHTS

- o 50+ Artists and Arts Organizations will be offering free demonstrations.
- o Performances for the entire family.
- o Hands on art activities for 4,000 attendees.

APPLICATION & PAYMENT DEADLINE

September 16, 2023

DATES TO REMEMBER

- o Vendors will be refunded booth fees (minus a \$30 processing fee) if you notify Emerge Gallery & Art Center in writing by October 1, 2023. After this date, no refunds will be given. No exceptions.
- o Festival information packet (including booth space assignments) will be emailed out by September 30, 2023.

PAYMENT INFO

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

APPLICATION

Submit application online at:
www.youthartsfest.com

Or mail application to:
Emerge Gallery & Art Center
Attn: Youth Arts Festival
404 Evans St.
Greenville, NC 27858

FESTIVAL TIME AND PLACE

Youth Arts Festival 2023 will be located along 1st Street and on Greenville Town Common near the river.

SET UP: 8:00 - 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

- o A section of this one-day outdoor festival takes place on a paved surface which prohibits anchoring any supports into the ground.
- o Please plan to have appropriate weights for your display, in the event of wind.
- o Water sources are available, if noted on application, to vendor booths. Water sources could be up to 100-200 feet away.
- o Electricity is available on a limited basis for an additional fee.
- o 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.
- o Please take note that this is an outdoor festival.
- o 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

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

2023 FOOD VENDOR APPLICATION RULES AND REGULATIONS

APPLICATIONS AND FEES

- o 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 2023.
- o Checks returned for insufficient funds are subject to a \$50 handling fee.

REFUND POLICY

- o 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 Emerge Gallery & Art Center in writing by October 1, 2023. After this date, no refunds will be given. No exceptions.

SALES TAX

- o 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 a Tax Account Number visit 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

- o All food vendors must include a photo of their booth space and three photos that highlight their food. These photos can be e-mailed to paula@emergegallery.com. These items could also be used for promotional materials.

RAINOUT PROCEDURE

- o Youth Arts Festival is a rain or shine event! The committee will be working to secure an indoor rain location. In the event of 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. 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.

ENFORCEMENT

- o 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.
- o Vendors will be placed along the Greenville Town Common side of 1st Street.
- o 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 the Youth Arts Festival.
- o Menu/price list of sale items must be posted (a minimum size of 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.
- o All vendor signage MUST stay within their booth space. Placing advertisement signage outside of booth space at the festival is prohibited.
- o Vendor locations are determined by the Youth Arts Festival Committee.
- o Vendors must remain in place until the end of the festival.
- o Space assignments, parking information, etc., will be emailed to vendors by September 30, 2023.
- o Fees are refundable (minus a \$30 processing fee) if a written cancellation notice is received by October 1, 2023. No exceptions!
- o Make checks payable to "Emerge" for BOOTH FEES and "Pitt County Health Department" for your TEMPORARY FOOD PERMIT.
- o 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 Emerge Gallery & Art Center 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.



2023 YOUTH ARTS FESTIVAL 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 ☐ Loud ☐ Very 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.
- ☐ 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 Emerge Gallery & Art Center.
- ☐ Be sure to read over the Rules and 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 AND INQUIRIES TO Emerge Gallery & Art Center Youth Arts Festival 2023 Entries

404 Evans St.
Greenville, NC 27858
(252) 551-6947 or
email paula@emergegallery.com

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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APPLICATION AND 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 AND WAIVER

Youth Arts Festival, Emerge Gallery & Art Center, City of Greenville, and East Carolina University assume no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges Emerge Gallery & Art Center, City of Greenville, and East Carolina University 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, and information herein submitted to the 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

o Proceeds from the festival will benefit our public arts teacher in Pitt County through the Emerge Gallery & Art Centers, Home of the Pitt County Arts Council's PCS Arts Educators Fund.

TOTAL

\$150

BOOTH (LOCATED ON 1ST STREET)

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

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

