



22nd Annual
PUMPKINFEST
Historic Franklin, NC
Saturday, October 20th, 2018

2018 Food Vendor Application

Thank you for your interest in the 22nd Annual PumpkinFest in Franklin, North Carolina. The Town of Franklin is pleased to host this annual celebration of Autumn. PumpkinFest will be held on Saturday, October 20, 2018 from 9:00am to 4:00pm in Downtown Franklin.

This is a rain or shine event.

ABOUT THIS APPLICATION:

PLEASE NOTE: Please read thoroughly and carefully.

THIS IS AN APPLICATION AND **NOT A CONTRACT**. COMPLETING THIS APPLICATION DOES NOT MEAN AUTOMATIC ACCEPTANCE AS A VENDOR INTO THE 22nd ANNUAL PUMPKINFEST IN FRANKLIN, NORTH CAROLINA. THE TOWN OF FRANKLIN RESERVES THE RIGHT TO DECIDE WHICH APPLICATIONS TO ACCEPT.

BY SUBMITTING THIS APPLICATION YOU ACKNOWLEDGE YOU HAVE READ THE GUIDELINES, AND THIS APPLICATION IS CONSENT TO ABIDE BY THESE GUIDELINES.

GENERAL FESTIVAL VENDOR INFORMATION:

Absolute deadline for Vendor Applications is Friday, September 21, 2018.

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, a Town of Franklin staff member will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application. Upon

completion of the Review Process, a letter will be mailed to you indicating whether your Application has been approved or denied. You should receive this letter within 2 weeks of receipt of your application.

There are no fees directly associated with submitting an Application. However, there are Vendor Booth Fees associated with participation in the 22nd Annual PumpkinFest. These fees are outlined on the following pages and the application.

For applications NOT ACCEPTED, your payment will be returned to you via postal mail.

Note: Candidates for political office or representatives of political causes or parties DO NOT qualify as a vendor.

Should you have further questions call the Town of Franklin at 828-524-2516 or email pumpkinfest@franklinnc.com.

TENTS:

This festival is an outdoor event and is held rain or shine. All vendors are required to have a tent. All spaces are 10' x 10'. All vendors must provide their own tent(s), tables, shelving, chairs, and signs. Vendors must erect their own tent. **If your tent is larger than 10' x 10' you must rent two spaces.** The area around the booth space must be kept free of litter.

VENDOR PLACEMENT:

ALL BOOTH PLACEMENT is at the discretion of the festival organizers. Booths are placed to provide an appropriate mix of our stated vendor categories. While you may request a specific location, it CANNOT be guaranteed.

HANDICAPPED ACCESSIBILITY:

All booths will be positioned as to not impede handicapped access to crosswalks, restrooms and other facilities. If your booth interferes with handicapped access you will be required to move and reposition your booth.

FOOD & BEVERAGES:

Food & Beverage Vendors have exclusive rights to sell these items. Food and beverages may not be sold or distributed by arts & crafts vendors or non-profit

organizations. You may bring a cooler and keep drinks & food in your vendor space for your personal consumption. **NO ALCOHOL IS ALLOWED TO BE SOLD OR CONSUMED ON TOWN OF FRANKLIN PROPERTY INCLUDING SIDEWALKS.**

LAWS & SALES TAX:

Compliance with applicable state or federal laws is the responsibility of the exhibitor. We are not responsible for, nor do we collect sales tax; however, the North Carolina Department of Revenue may require us to submit names and addresses of vendors. It is your responsibility to comply with state sales tax law.

VEHICLE ACCESS:

Main Street, through Downtown Franklin, is closed to traffic during the event. Vendors attending PumpkinFest have designated parking. If you have special needs please note that on your application. Further information is noted on the following pages.

SPECIAL NEEDS: Indicate on the application as to the electricity, parking for product re-supply and other needs.

NO RAIN DATE. NO REFUNDS IN CASE OF RAIN.

FOOD VENDOR GUIDELINES:

Eligibility: PUMPKINFEST is open to all Food Vendors and many beverage vendors. **NO ALCOHOL IS ALLOWED due to Town of Franklin Ordinances.**

Rules & Regulations:

MENU & PRICING is to be posted clearly and readily available for festival attendees.

NO GARBAGE left on street. All trash must be discarded only in FESTVIAL approved dumpsters. A map where the dumpsters are located will be enclosed in final set up information. Any vendor found dumping in non-approved dumpsters will not be permitted to attend the festival next year and could be subject to a dumping fee.

NO DUMPING OF GREASE IN CITY SEWERS. Grease must be disposed of appropriately according to Town Code. Grease may be disposed of in provided dumpsters.

HEALTH DEPARTMENT GUIDELINES:

Vendors must also comply with Macon County Health Department Regulations and any associated fees. It is your responsibility to call Macon County Public Health at 828-349-2490 for permitting and information. You'll find more information at www.maconnc.org. Under the County Agencies tab select Health Department then Environmental Health and Food and Lodging from the sub tabs.

For your convenience Macon County Public Health Guidelines as well as an application are attached. You must adhere to the regulations set forth by Macon County Public Health and the State of North Carolina. Failure to do so will result in not being able to participate in PumpkinFest. Once your application is accepted, NO REFUNDS are given for failure to comply.

Entry and Fees:

To enter, exhibitors must submit a completed application with the appropriate fees.

10' x 10' space is \$150.00

Power, if required, is \$35.00 additional

PAYMENT OF VENDOR FEES:

If applying before June 30, 2018, please post-date your check for July 01, 2018.

PAYMENT TYPES: Please enclose a check or money order payable to the Town of Franklin. **Credit cards ARE NOT ACCEPTED.** Vendor fees may also be paid in cash at Franklin Town Hall, 95 East Main Street, Franklin, NC 28734. Hours are 8:00am to 5:00pm Monday through Friday.

Exhibitor Set-up:

Main Street Set-up: Saturday, October 20th beginning at 6:30 am and must be completed by 8:30 am and all vehicles moved from the street. You may not set up until your vehicle is off the street. You must park in designated Vendor

Parking areas. If you disregard this requirement you will not be invited to participate next year.

Phillips and Iotla Street Set-up: Friday, October 19th from 5:30 pm to 7:00pm.

If your application is accepted, your booth location and additional festival information will be sent via postal mail approximately two weeks before PumpkinFest. **Please make sure your current mailing address is listed on your application.**

2018 PUMPKINFEST FOOD VENDOR APPLICATION
PLEASE NOTE PAYMENT INFORMATION BELOW

PAYMENT OF VENDOR FEES:

If applying before June 30, 2018, please post-date your check for July 01, 2018.

Mail application, application vendor fees and requested supporting materials to:

Town of Franklin, PO Box 1479, Franklin, NC 28744-1479

**** (online registration not available) ****

Please print legibly:

Vendor Name _____

Applicant's Name _____

Email Address _____

Best Phone Number () _____ Best Time To Call _____

Mailing Address _____

City _____ State _____ Zip _____

Booth Requirements:

1. Number of 10' x 10' spaces @ \$150.00 Each ____ x \$ 150.00 = \$ _____

2. Power needed @ \$35.00 Additional - \$ _____

Total Enclosed: \$ _____

PLEASE READ: Exhibitor, artist, crafter, non-profit or any organization contracting for or using booth space shall and will indemnify and hold harmless the Town of Franklin and any and all persons acting as festivals organizers, promoters, volunteers, etc. from and against any and all liability, claims, thefts, demands,

expenses, fees, fines and penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with exhibitor/artist/crafter/non-profit's use of booth space during said Festival.

Food Vendor agrees to abide by all rules and regulations.

I agree _____
(Name & signature of individual and/or organization representative)

Date _____

Attests that signor has read the above indemnity clause and agrees to the terms contained herein.

FOR OFFICE USE ONLY

Amount Paid \$ _____ Power Required (circle one): YES NO

Date Received _____

Type of Payment (circle one): CASH CHECK MONEY ORDER

Booth # _____ Booth Location _____

INFORMATION FOR TEMPORARY FOOD ESTABLISHMENTS (TFE) & TEMPORARY FOOD ESTABLISHMENT COMMISSARY (TFEC)

Food Protection

- Public excluded from serving area through use of barriers
- Food secured from tampering
- Prepared food must be served on that day or disposed of
- All food stored above the ground
- No bare hand contact with ready to eat foods; use tongs or gloves
- Date mark all ready to eat foods held for over 24 hours

Food Service

- Meat salads cannot be prepared from scratch
- Accurate and calibrated needle thermometer
- All food in the original package; provide proof of origin
- Raw meat purchased in ready to cook form
- Meat not stored in direct contact with ice; coolers must have drains
- Food prep sink required if washing/prepping fresh produce

Employee Health

- Hands must be washed properly; 110° water, towels, soap, trash can
- Established sick policy
- Hair restraints, clean clothes
- No tobacco use or eating while prepping food, drinks must be covered

Surroundings

- Food not exposed to contamination
- Food protected from insects
- Public restricted from food preparation area
- Dust control
- Food covered during preparation and display

Equipment, Utensil Cleaning and Storage

- Three basins to wash, rinse, sanitize; space to air dry
- Warm water (110°F) for washing, rinsing sanitizing
- Equipment maintained in clean condition
- Food contact surfaces must be easy to clean
- Sanitizer; 50 ppm chlorine or 200 ppm quaternary ammonia
- Test strips must be provided to check strength of sanitizer

Water Supply & Use

- Water from an approved source
- Hoses for hook up must be labeled "Potable Water Only"
- Minimum 2 gallons warm (110°F) water for handwashing
- Free flowing faucet on hand wash device

Garbage & Sewer Control

- Water tight garbage can with lid
- Garbage removed daily
- Proper disposal of wastewater (not on ground)
- Toilet facilities available for employees
- Hoses and Containers labeled "For Wastewater Only"

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Available on-line at www.maconnc.org/environmental/food.html

A \$75 Fee must be submitted with each application

Application must be submitted no less than 15 days prior to the event.



Macon County
Public Health

Event Information

Event Name _____

Event Coordinator _____ Location _____

Set-Up Date and Time _____ Hours of Operation _____

Water Source _____ Wastewater Source _____

Event Dates ___/___/___ Time _____ Ending ___/___/___ Time _____

Vendor Information

Organization/business Name _____

Contact Name _____ (Phone) () _____ - _____ (Cell) () _____ - _____ (Fax) () _____ - _____

Address _____ email address _____

City _____ State _____ Zip _____

Menu: _____

Food Sources (i.e.: Supermarket) _____

*Note: If non-profit, tax exempt or a political fund raising group then attach documentation for exemption consideration.

*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED

Applicant's Signature _____ Date: _____

FOR ENVIRONMENTAL HEALTH SECTION USE

_____ Permit is Required

_____ Permit is not Required—exempt under GS 130A-250(7) or food items not regulated under 15A NCAC 18A .2600

OFFICE USE ONLY Amount Paid \$ _____ Cash () Charge () Check # _____

Received by: _____ Date: _____

Temporary Foodstand Evaluation Checklist

- _____ Public excluded from serving area through use of barriers
- _____ Prepared food must be served the day of the event or disposed of
- _____ All food stored above the ground and protected
- _____ gloves or tongs used to handle food
- _____ Needle thermometer available
- _____ All food held in the original package; keep invoices
- _____ Raw meat purchased in ready to eat form
- _____ Meat not stored in direct contact with ice
- _____ Food prep sink required if washing/preparing fresh produce
- _____ Hands must be washed; (110°) water, towels, soap, trash can; minimum 2 gallons
- _____ Established sick policy that meets FDA guidelines
- _____ Hair restraints, clean clothes
- _____ No tobacco use or eating while preparing food
- _____ Three basin sink to wash, rinse, sanitize; space to air dry; wash water 110° minimum
- _____ Equipment maintained in clean condition
- _____ Food contact surfaces must be easy to clean
- _____ Sanitizing solution; 50ppm chlorine or 200 ppm quaternary ammonia; test strips provided to check sanitizer
- _____ Hoses labeled either “potable water only” or “for wastewater only”
- _____ Free flowing faucet on hand wash device
- _____ Water tight garbage can with lid

****The above conditions must be met to obtain a food-handling permit****

Disclaimer: If items are not addressed prior to the day of the event a permit to operate may be denied and the applicant will not be allowed to serve food.

Be prepared to discuss the following during permitting:

Will other food prep locations on or off the fairgrounds be used (i.e. restaurants, caterers, trailers) is there adequate refrigeration? How and where will food be thawed? How will food be cooked? What is your method for holding food hot and/or cold? Are toilet facilities adequate for the number of visitors expected? Sick employee policy.