

**Roxboro Area Chamber of Commerce  
2018 Personality Festival Food Vendor Application**

We are excited you are interested in being part of our annual Personality Festival as we celebrate Roxboro and Person County! Our festival is a two-day event. Note dates and times below:

**Friday, August 24, 2018 from 4:00 p.m. until 10:00 p.m.**  
**Saturday, August 25, 2018 from 10:00 a.m. until 4:00 p.m.**  
**Rain Date: Sunday, August 26, 2018 from 1:00 p.m. until 8:00 p.m.**

CONTACT OUR OFFICE WITH ANY QUESTIONS YOU HAVE REGARDING THIS APPLICATION!

Our food vendors are selected on a **first-come-first-serve basis** upon agreement of your selected food items, completed application and deposit (see pricing structure on second page). The deposit is **non-refundable**. If full payment is not received by **June 22, 2018**, you will be replaced by another vendor.

In an effort to streamline this process and make it profitable for our vendors, we are trying to utilize local vendors and determine what each will be allowed to sell in order to minimize duplication of food items. You will be notified once your menu has been approved. **You will not be allowed to sell any items that have not been approved.** No more than 2 vendors will be permitted to sell specific food items. Vendors are not allowed to sell alcoholic beverages.

Each booth space is 10' x 10' and must not exceed the allotted space. Additional space is available for an additional fee. **ALL elements** of your booth/station must fit in the allotted space; this includes tongue/groove for trailers and any space you need around your trailer and equipment.

You are required to provide all equipment necessary. If you have a tent instead of a food truck/trailer, you must provide your own tables, tents, etc. Each food vendor is required to have an electric fan per Person County Environmental Health.

Electricity **will not** be available. **Each vendor must provide their own generators.** Please **note** the noise level of your generators. This event takes place in the middle of our Uptown area surrounded by buildings and asphalt streets. Sound is amplified. If your generator makes too much noise and is not remotely quiet, it could mean relocation of your booth, at the very least.

All food items and pricing must be posted at your booth / mobile unit for the public to see.

**ALL FOOD VENDORS ARE REQUIRED** to complete a Temporary Food Service Permit application at time of application, regardless of whether or not you need a permit. *A separate check of \$75.00 made out to Person County Health Department should be attached with application if you do need a permit.* Approved non-profits and permitted mobile units are not required to pay a fee if valid documentation is provided. We are required by the Environmental Health Department to turn in all applications to their office 30 days prior to the event. Make sure to complete all paperwork so this process is not delayed. If all paperwork is not submitted in a timely fashion along with payment(s), you will not be approved as a food vendor.

We plan to do a LARGE social media campaign leading up to this year's event. Please email us photos of your booth/items along with any details & website/social media links, etc., by June 22, 2018 in order for us to include in promotional efforts.

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

**Vendor Fees:**

<b>Chamber Member</b>	<b>\$325.00</b>	<b>10' x 10' space</b>
<b>Non-Chamber Member</b>	<b>\$375.00</b>	<b>10' x 10' space</b>
<b>Additional 10' x 10' space</b>	<b>\$150.00</b>	
<b>Deposit due at time of application</b>	<b>\$250.00</b>	<b>Non-refundable</b>
<b>Temporary Food Service Permit</b>	<b>\$ 75.00</b>	

*\*Does your business specialize in just one, low priced food item (ex: sno cones)? You might qualify for a different vendor category; please contact our office with questions.*

**Complete the following information:**

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address  
(City, State, Zip): \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Trailer Size: \_\_\_\_\_ # of Spaces Needed: \_\_\_\_\_

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

1. Make sure you have completed **application and Health Department paperwork**, enclosed **deposit** made out to Roxboro Area Chamber of Commerce (RACC) and temporary food permit fee if applicable. Credit card payments over the phone are also permitted. There will be a \$30 fee for any returned checks.
2. Include food item menu along with pricing with submitted application. **All food and drink items you wish to sell must be submitted in this packet and approved.** Please remember this is a small, rural community, not the state fair. Factor your pricing accordingly.
3. **Final payment is due by June 22, 2018.**
4. You will receive set-up instructions and booth assignments at approximately one week in advance of the event via email.
5. A map designating grease and grey water disposal will be given to you on the day of the event. It is illegal to dump grease or grey water in the streets or drains and you will be required to pay a fine if you do so.
6. Because of the way the Festival is set up, once food vendors have their booth/equipment/vehicle/trailer set up and in place, you will not be able to move. If your food truck is also your form of transportation, please make plans accordingly. You will truly be located in the center of the Festival surrounded by other booths.
7. By submitting this application, you agree to participate in all advertised dates and times for the event.
8. The Roxboro Area Chamber of Commerce reserves the right to refuse service at any time for any reason. If any deposits have been submitted, they will be returned.

**Mail application and payment to:**

**RACC, ATTN: Personality Festival, 211 N. Main Street, Roxboro, NC 27573**

**Phone 336-599-8333 with credit card payment**

Contact Melissa Lowery with any questions: [Chamberevents@RoxboroNC.com](mailto:Chamberevents@RoxboroNC.com) or 336-599-8333