

**Roxboro Area Chamber of Commerce
2021 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 **ONE DAY** event on **October 2, 2021, 10am-8pm. No rain date available.**

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 below). The deposit is **non-refundable but see below for COVID plans**. If full payment is not received by **August 1, 2021**, you will be replaced by another vendor. We will be accepting applications and payment from now until **August 1, 2021**.

In an effort to streamline this process and make it profitable for our vendors, no more than 2 vendors will be permitted to sell the same specific food items. Vendors are not allowed to sell alcoholic beverages. You will be notified once your menu has been approved. **You will not be allowed to sell any items that have not been approved to be fair to all food vendors and offer variety to all patrons.**

Vendor Fees:

10' x 10' space **\$250.00**

Each additional 10' x 10' space **\$200.00**

Each additional 10' x 5' space **\$100.00**

Full Payment is due upon turning in application - Non-refundable but see below for COVID plan

Temporary Food Service Permit (REQUIRED) \$ 75.00

Complete the following information:

Name of Company: _____

Contact Name: _____ Phone #: _____

Mailing Address
(City, State, Zip): _____

Email: _____ Trailer Size: _____

of Spaces Needed: _____ Want to be featured on our social media? Yes or No

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. Due to COVID restriction, we will be turning them in 60 days in advance. 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 the event. Please email us photos of your booth/items along with any details & website/social media links, etc., by **August 1, 2021** in order for us to include in promotional efforts.

Please initial each statement below noting it has been read and understood:

- _____ 1. Make sure you have completed **application and Health Department paperwork** and provided the TWO checks. We will NOT be accepting credit card payments over the phone. There will be a \$30 fee for any returned checks.
- _____ 2. Include a 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. **Payment and application are due by August 1, 2021. Please remember, you are not an approved vendor by turning in this application. You will receive approval upon review finalization of menu, permits, check(s) and application.**
- _____ 4. 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.
- _____ 5. By submitting this application, you agree to participate in advertised dates and times for the event.
- _____ 6. *Trash disposal is your responsibility. It is also your responsibility to clean any grease/residue left on the streets or sidewalks. 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.*
- _____ 7. 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 until the festival is over.** 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.
- _____ 8. 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. If your space takes up more room than you paid for, you will receive a bill for the additional space not paid for beforehand. *We cannot guarantee any booth location. Booth locations will be placed appropriately and given to you the week before.*
- _____ 9. 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 being relocated to a new location. If there are no locations available, you could be asked to turn it off.
- _____ 10. All food items and pricing must be posted at your booth / mobile unit for the public to see.
- _____ 11. You will receive set-up instructions and booth assignments at approximately one week in advance of the event via email.
- _____ 12. 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.

Applicant Signature: _____ Date: _____

**Mail application and payment to:
RACC, ATTN: Personality Festival, 211 N. Main Street, Roxboro, NC 27573**

Contact the Chamber with any questions: Chamberstaff@RoxboroNC.com or 336-599-8333

COVID Restriction Plans- 2021

At this time, we as a community and as a country do not know what the restrictions will look like in October. We are doing our best to follow all guidelines provided so we can move forward with putting on Personality Festival 2021. With that being said, we cannot control what regulations and restrictions are placed upon us meaning if we are forced to cancel the event, it is not due to lack of trying and effort on our part.

To be able to move forward and plan accordingly, we have opted for the following in regard to payments and applications.

1. When submitting your application, you are required to submit two checks:
 - a. 1 check for your booth fees made out to RACC
 - b. 1 check for the **REQUIRED** Environmental Health fees
2. Your checks **WILL NOT BE DEPOSITED** until one of the following occurs:
 - a. We have been allowed to have the festival
 - b. August 1st, 2021
3. If we have been informed that we **CANNOT** move forward with the festival:
 - a. Your check will voided and shredded
 - b. You will be informed about the cancellation as well as that your check has been voided and disposed of.
4. If you are to cancel on or after August 1, 2021, your check(s) are **non-refundable**.
5. If you cancel before August 1, 2021, your checks will be disposed of accordingly and you will be removed from our vendor list

Vendors will be spaced out more than in the past to accommodate social distancing and making the public comfortable. With that being said, applications will be on a **first come, first basis** as vendor spots may be more limited than in the past. **Roxboro Area Chamber of Commerce members will be given the first opportunity to submit applications and payment.** To try to ensure that you will have a vendor space, submit all documents, and checks in a timely manner so staff can review the application to make sure there is nothing else needed or missing as well as allow you time to tweak your menu if needed.

You will be responsible for following any and all COVID restrictions that are deemed necessary at the time of festival per Environmental Health or State-Wide Mandate. Environmental Health will be patrolling and making sure all rules and regulations are being followed. Please make sure you provide and use all necessary items as they will not be provided for you (i.e. gloves, masks, cleaners)