

CITY OF JACKSONVILLE

Recreation & Parks Department



Jacksonville Jamboree Vendor Information

For questions/information contact:

Carmen Bemis - (910)938-5319

cbemis@ci.jacksonville.nc.us

General Information

1. Food Vendor booth size is approximately 12' x 20' for self contained or mobile unit only. Arts, crafts, and exhibitors booth size is approximately 10' x 10'. Vendors must provide their own equipment such as tents, tables, chairs, awnings, mats, etc. Set up time is 7:00am to 10:30 am Saturday, April 21, 2012.
2. Booths must be taken down by 9:00 pm on Saturday evening.
3. **NO AMPLIFIED** sound is allowed.
4. Inflatable items, games or game houses are specifically prohibited.
5. No generators allowed for arts, crafts and exhibitor vendors.
6. Applications must be signed and accompanied by full payment with booth item information and photos (if applicable). Incomplete applications will not be considered. Space cannot be held for you until payment is received.
7. The Jamboree maintains a "Rain or Shine" policy and will commence and adjourn at posted times. You must have pop-up tents for booths. No refunds will be given after April 6, 2012. **Cancellations** prior to April 6, 2012 must be submitted in writing and will incur a \$25 administrative fee.
8. Exhibitors are responsible for their own materials and are hereby advised that leaving them unattended is done so at the exhibitor's own risk.
9. Signs may be used to identify items, maker, description and price. **NO** closeout, half price, clearance, or "flea market" type signs will be allowed.
10. No Drug use or Drug paraphernalia sales will be allowed any where within the Jamboree areas or parking lots. Alcohol sales and consumption are prohibited on City of Jacksonville property and the Jamboree areas.
11. **NO DOGS** are allowed anywhere within the Jamboree areas, with the exception of Service Guide Dogs that are to be kept on a leash and under control at all times.
12. Vehicles are not allowed to drive to booth sites in the arts, crafts and exhibitors set-up areas. They can only drive as far as the parking lot and volunteers will be available to assist with setup.
13. The Jamboree Committee and The City of Jacksonville reserve the right to refuse acceptance of your application.

Please help us to maintain the integrity of this event by applying these rules to your work.

Food Vendor Regulations

The preparation of food for sale to the public is specifically governed by the regulations of the State of North Carolina Department of health. These regulations state in part: no food can be provided for sale to the public unless prepared in a kitchen/facility specifically permitted by the North Carolina Department of Health. (*Onslow Co. Environmental Health Phone Number/910-938-5851*)

Athletic Division
PO Box 128 – 100 Recreation Lane
Jacksonville, NC 28541
www.ci.jacksonville.nc.us

Based upon these regulations, the City of Jacksonville establishes the following policy related to the preparation and sale of food products.

1. Vendors providing food service and/or sale to the general public at events must comply with the regulations of the North Carolina Department of Health.
2. Food can only be provided to the public through a self contained/ mobile unit which meets the specific regulations of and has been permitted by the North Carolina Department of Health.
3. The use of portable barbecue pits/grills and the use of tables for the service of food to the public is hereby specifically prohibited because they do not meet the specifications of the Department of Health.
4. Prepackaged food which has been prepared at a licensed restaurant or company and is available for purchase in a prepackaged form is permitted to be sold or otherwise vended at events.
5. The donation of prepared food from any source other than from a vendor licensed by the North Carolina Department of Health is specifically prohibited.
6. Vendors must have potable water. No pressurized water will be available, so please bring your own.
7. Hand washing station with soap and single use hand towels.
8. It is specifically prohibited for any party to dump cooking grease or other waste into the storm water systems. If such grease or cooking waste exists, it must be packaged and discarded in a proper fashion at a different location than the park.

Food Vendor Rules

1. Must have a permit from the Onslow County Health Department.
2. All food vendors must submit a Certificate of Liability insurance naming the City of Jacksonville and the Jacksonville Jamboree as additional insured. Requirements are Comprehensive General Liability Insurance:\$1,000,000 Single Limit/ \$2,000,000 Aggregate; Automobile Liability Insurance: \$1,000,000 Single Limit; Worker's Compensation Insurance: In accordance with North Carolina Statutory limits. *(Note: under the section "Description of Operations" please include this wording: Jacksonville Jamboree and the City of Jacksonville are additional insured with respect to General Liability. Under the section "Certificate Holder" please include the following: City Of Jacksonville, PO Box 128, Jacksonville, NC 28541)*
3. Each entry will only be allowed to sell what products are approved by the Jamboree Committee. Please include a sample menu with the application or call to be sure if you can sell a certain product.
4. All Food Vendors are to follow all federal, state and local food handling regulations and are to deal directly with all appropriate agencies.
5. Vehicles must be detached from the vending trailer and will not be allowed in the area after set up. Please move to a parking lot before 10:30a.m. There is a designated parking lot for vendors.
6. Please have waste receptacles available with plastic bag liners. We will provide someone to empty containers periodically.
7. Service of food will not be allowed without a proper hand washing station. (The hand washing station may consist of a thermal insulated container with a spout filled with warm water.) Must have hand soap and paper towels.
8. Must have container of sanitizing solution for wet wiping clothes.
9. Ice will not be available to replenish your supply if you need it. It is your responsibility to provide enough ice for your booth.
10. **DO NOT DUMP GREASE OR WATER ONTO GROUND, INTO TRASHCANS OR DUMPSTERS!** Vendor is responsible for bringing proper grease disposal containers and taking them with them at the end of the day.

**The appearance of the booth is very important to the over-all appearance of the Jamboree.
Keep it clean!**

Food Vendor Check List

- _____ 1. Current Food Service Permit
- _____ 2. Thermal insulated container with spout
- _____ 3. Potable water
- _____ 4. Hand Soap
- _____ 5. Single-use hand towels.
- _____ 6. Food grade plastic gloves
- _____ 7. Trash receptacles and trash bags.
- _____ 8. Ice and ice storage
- _____ 9. Container of sanitizing solution if using wet wiping clothes.
- _____ 10. Containers for disposing of grease.

**Vendor Application must be postmarked by
Friday, April 6, 2012**

NAME/COMPANY _____ DATE _____
CONTACT _____ PHONE _____
ADDRESS _____
CITY/STATE/ZIP _____
EMAIL _____ FAX _____

I will be selling (*check as applicable*): [] Crafts; [] Food; Other [] _____

Description of booth contents (*Photos*): _____

If serving food, how will you be cooking? _____

EXHIBIT SPACE INFORMATION

I need (enter quantity) _____ 10' x 10' outdoor spaces

I need (enter quantity) _____ 12' x 20' space for self-contained cart or mobile unit

Source of Power: (*Food Vendors Only*) Butane [] Propane [] Generator []

Arts & Crafts/Exhibitor Space:
One 10 x 10 space \$50

Food/Drink Concessions Space:
Self-Contained Cart or Mobile unit \$100

Please make check or money order Payable and mail to:
Jacksonville Recreation and Parks Department
PO Box 128
Jacksonville, NC 28541

To Pay by Credit/Debit Card Call:
Carmen Bemis @ (910)938-5319

You will be notified by email upon acceptance/denial of application.

RELEASE AND HOLD HARMLESS AGREEMENT

I/we, the undersigned, for and in consideration of permission and space to participate in the Jacksonville Jamboree on April 21, 2012, agree to release and hold harmless, and defend the City of Jacksonville, North Carolina, the Jacksonville Jamboree, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys fees and litigation expenses, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the Jacksonville Jamboree, participating in the Jacksonville Jamboree or traveling to or from the City of Jacksonville to the Jacksonville Jamboree.

I HAVE READ AND FULLY UNDERSTOOD THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT.

Name of Vendor (Print)

Signature of Vendor

Date