



## BBQ FEST ON THE NEUSE

### GENERAL GUIDELINES FOR VENDORS

1. The BBQ Fest on the Neuse Committee cannot guarantee that other vendors will not duplicate your type of craft or items.
2. All booth sites will be assigned by festival staff.
3. Vendors must arrive at the staging area during the time selected on the application
4. The festival will run on the scheduled dates regardless of weather.
5. Each vendor must provide his/her own display, tables, and chairs. Canopies are not required but are recommended, but if used they must be weighted or tied down. This even includes night time activities. We recommend lights to display your products.
6. Do not exceed the space that you have been assigned even if the space next to you is empty.
7. Vendors must keep the area around their space(s) clean and free of trash. If your space is not left clean, you will not be eligible for a vendor space the following year. All vendors must clean up their booth space(s) area before they leave at the end of the day.
8. Security will be provided overnight on Friday night.
9. Vendors must observe Quiet Time after 11:30 pm Friday.
10. All vendors must continue to occupy their assigned space(s) during set festival hours.
11. The need for a larger than 20 service amp electrical hook-up must be communicated and approved in advance.
12. Vendors needing electricity and/or water must provide their own heavy duty cords & food grade water hoses.
13. Vehicles are not allowed past street barricades while the festival is open. Vendor breakdown will be allowed after festival hours.
14. The BBQ Fest on the Neuse Committee reserves the right to remove any vendor from the festival if it feels the vendor is in violation of the rules and regulations or the spirit of the festival.
15. **BOOTH FEES WILL NOT BE REFUNDED IF THE VENDOR IS CONSIDERED TO BE IN VIOLATION OF THE RULES.**

#### **ADDITIONAL GUIDELINES FOR FOOD VENDORS**

1. Selling of any beverages, snacks, or desserts that can be consumed during the festival constitutes a "Food Vendor" and is subject to the fees and regulations set forth by the Lenoir County Environmental Health Department.
2. Food vendors must have a permit from the Lenoir County Environmental Health Department and this application for this permit must be submitted at least 2 weeks prior to the event date. Permits must be obtained and submitted directly to the Lenoir County Environmental Health Department. Temporary Food Service (TFE) Application Forms may be printed from their website at <https://lenoircountync.gov/health-department/environmental-health/> and mailed to: Lenoir County Environmental Health Department, PO Box 3385, Kinston, NC 28502.
3. Food vendors must deal directly with the Lenoir County Environmental Health Department regarding temporary food establishment fees and requirements. Our contact person for the event is Diane C. Andersen at 252-526-4248, ext. 7257. Please call her with any questions regarding food inspection.
4. You may sell only the food items and drinks listed on your application and approved by the BBQ Fest on the Neuse Committee. The number of vendors may be limited. This is to protect you and other vendors by eliminating duplications of food items and beverages.