

Brushy Mountain Apple Festival Vendor Policies

Health & Safety

- Food production techniques must meet City, County and State statutes.
- Food vendors must comply with all federal, state, and local health regulations. For more information, contact the Wilkes County Department of Public Health at 336-651-7450 or visit their website at <https://wilkescounty.net/416/Food-Service-Institutions>
- Food vendors must comply with Festival guidelines for the disposal of greywater, grease, and hot coals.
- There are two approved water sources for all food vendors to use (behind the Police Department and Library Side). All vendors are responsible for providing their own portable water containers
- Any vendor not complying with City, County and State regulations will be immediately closed down and not permitted to return for future Festivals.

Fire Protection

- Concession vendors must comply with the codes for combustibles, canopies, fuel tanks for cooking, fire extinguishers and solid fuel.
- Concession vendors that have an open flame or other device emitting flame or fire will have the appropriate fire Extinguisher based the type of environment NC fire code requirements
- Concession vendors must have a portable fire extinguisher that has affixed a current inspection tag that carries a minimum of a 2A - 10B or 2A - 10B(C) rating (ABC Rated). For those vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher. Residential extinguishers are NOT acceptable.
- Fire Extinguishers must have a current inspection date within one year.
- Propane tanks must be firmly secured on a hard, noncombustible surface that cannot be knocked over. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify. Bungee cords are not an acceptable form of securing propane tanks.
- Propane tanks need to be 10 feet away from electrical meters, open flame, freezers and refrigerators and per Fire Code, 10 feet from your tent.
- Vendors must comply with fire codes and instructions from the Fire Marshall. Failure to do so may result in expulsion from the festival.
- Fire lanes must remain open at all times.
- Vendors who have a vendor space located next to a fire break or lane must keep the area clear at all times. Fire Marshall and festival staff will be inspecting these areas.

Vendor Fee Pricing & Payment

- Vendor Fees cover cost of the Festival.
- Fee structure is on the Vendor Web page (<http://www.applefestival.net/vendors.php>)

- The basic vendor fee covers a vendor space of 10 feet by 12 feet

Refunds

- No refunds for cancellations after festival starts.
- No refunds for inclement weather.

Permits

- If you are accepted by The Festival as a food vendor, you are responsible for obtaining a Temporary Food Establishment (TFE) permit from the Wilkes County Health Department (WCHD) before receiving a contract with the Brushy Mountain Apple Festival. You can review some of the basic requirements by clicking the following link:
- Health Department Guidelines, Fire Code, and Brushy Mountain Apple Festival Regulations
- If you are currently a permitted Wilkes County FOOD TRUCK, you are exempt from the need for a Temporary Food Establishment Permit, and will be allowed to leave the Festival site each evening after vending hours. You ARE still required to submit an application to the WCHD for review.
- All other Wilkes County permitted Mobile Food Units, such as a Trailer or push cart are required to obtain a TFE permit from GCHD, as they will not be able to move during the Festival once placed in their vending space. Any Food Truck that is not a Wilkes County permitted Food Truck will be required to get a TFE from the WCHD.

Inspections

- All vendor booths/food operations serving cooked items will be inspected by a Wilkes County Health Inspector and North Wilkesboro Fire Marshal.
- Inspection schedule: Wilkes County Health Inspection: inspection will be conducted upon completion of set up, no later than 8am on Saturday
- Fire Marshal : All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected no later than 8am on Saturday
- Vendors will not be permitted to begin their vending operations at the Festival until their food and vending operation has been inspected and determined to be in compliance with Wilkes County Health Department regulations and Fire Code.

Vendor Placement

- The Festival will assign booth locations to each vendor. Please understand that food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.
- No space will be held without a completed contract and full payment of the contract fee.
- The following factors impact food vendor placement on the festival site:
- Booth type
- Fuel type
- Electrical needs

- Booth layout & dimensions
- Menu (The Festival's goal is to limit the number of vendors that sell the same type of food [Vietnamese, Indian, etc.] or similar menu items [pulled pork, hamburgers, etc.] and to place vendors who sell similar types of food and/or menu items in different food courts.)
- Because food trucks have unique needs and come in irregular sizes, they may be located separately from traditional food booth locations. Note: See "Vendor Fee Pricing & Payment" section for information about potential additional fees for vendors (such as food trucks) that utilize more than 400 square feet for their operations.

Space Details

- Vendors may not trade, switch, or set up in another area, without approval from the Festival.
- Vehicle parking is outside the festival grounds and available on a first come first served basis.

Booth Operations Guidelines

- Vendors must restrict all activities to their booth space.
- Condiment push carts and beverage coolers are the only things allowed in front of food vendor booths, and must remain within the boundaries of the vendors' assigned space.
- Vendors may not advertise outside of their booth space (this includes but is not limited to: the use of rovers, fliers, menus, and sandwich boards.)
- Vendors are not permitted to provide free sampling of food or beverage items.
- Space sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.
- Vendors must maintain a separate service line for Performers and Staff. The Festival will provide signage for this line.
- Vendors must accept festival scrip tickets from Performers and Staff for which you will be reimbursed.
- Generators are not allowed. Exceptions may be made on a case by case basis for food truck operations.
- Playing music from your booth is prohibited.
- There will be overnight security on Friday and Saturday. Fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property; vendors must obtain their own insurance.
- Vendor is responsible for a clean booth area, free of debris.
- Vendors should furnish sufficient change for their sales transactions. The Festival cannot provide change to vendors.
- Vendors are responsible for providing their own nighttime lighting.
- In the event of a dispute, the decision of the Festival organizers will be accepted as final.

Booth Covering

- Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is compliant with state/county/city regulations for flammability. The Fire Department will

require a sewn in label on the fabric or the manufacturer's certification of flame treatment or the label from the product used to treat the material. Tarps are not an acceptable canopy.

Menu & Signage

- Only menu items approved by the Food Vendor Selection Committee may be sold at the Festival.
- Vendors must list on their application ALL items they wish to sell. Items not listed and approved may not be sold and must be removed from vendor's booth.
- In the interest of presenting as wide a selection of food and menu items as possible, the Festival office may limit a specific type of food or beverage item.
- Vendors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with preapproval by the Festival prior to the festival
- In an effort to maintain a professional level appearance and feel among all vendors, all signage and menu boards must be of standard condition. Hand written signage will be permitted on a case by case basis, and must look nice and be readable. Vendors must request permission to use hand written signage and if granted permission, vendor must not alter their signs/menus to items that deviate from what was approved in their acceptance into the Festival.
- All menu signage must include pricing and must be easy to read.
- Gluten Free, Dairy Free and Vegan items should be listed on a second menu sheet to make it easy for people with dietary restrictions to locate these menu items.

Electricity

- Electricity is accessible by all booths on the festival grounds
- Each vendor is responsible for providing their own 15amp power strip to pull into the power provided.
- Each vendor is responsible for providing their own extension cord to connect to the closest power. Vendors should bring one 12 gauge cord for the 15 amp circuit. All cords not of acceptable gauge will be disconnected.
- Power Strips and cords have to meet current National Electric Code requirements.
- Vendors must place electrical plugs where the Festival directs them.
- There is no guarantee that additional hookups will be available.
- Only power cords rated for the circuit will be allowed

Ice

- Ice will be available for purchase from a local ice supplier.

Trash & Grey Water disposal

- Vendors must properly dispose of trash, waste cooking fats, hot coals, ash, cardboard and grey water as directed by Festival personnel

Vehicles on Site

- Vehicles are allowed on site ONLY during the following times:
- Friday – After streets close to 8am Saturday
- Saturday – Until 8 am and after 5pm
- For the safety of the festival's attendees, vehicles are not allowed to move onto or within the site during operating hours or during a window before and after scheduled events when attendees arrive and depart.
- Food Truck Vendors: If you already possess a current Mobile Food Unit Permit with Wilkes County you will NOT be required to apply for a Temporary Food Establishment permit, UNLESS you do not wish to move your vehicle overnight. However, you must confirm with us prior to the festival that you intend to remove your food truck from the premises in the evenings. THIS DOES NOT APPLY TO WILKES COUNTY FOOD TRAILERS. Once any food operation in a Trailer is placed, it cannot be moved before the end of the festival, as there is no space to maneuver support vehicles between food vendors.
- Only authorized vehicles may be parked on Festival grounds. Vehicles are NOT allowed to be parked in undesignated spaces behind or near vendor booths during the Festival.

Booth Clean Up

- Vendors may not dismantle or remove booths before 5:00 p.m. Saturday
- Be aware that pedestrians will still be present on Festival grounds during tear down.
- Vendors must take home their entire booths including mats, tent, storage containers, and decorations.
- All booths must be broken down by 8 p.m. and removed.
- Any vendors failing to completely clean up their booth areas must pay a cleanup fee, as well as a cleaning deposit for the following year's festival.
- Appropriate ground cover should be used in the cooking and food preparation area to ensure that after the festival is over, the ground will be free from oil and food waste contaminants.

Security

- Brushy Mountain Apple Festival and Brushy Mountain Ruritan Club assumes no responsibility for items lost or stolen

Taxes & Insurance

- Vendors are responsible for all local, state and federal taxes.
- Vendors must provide a certificate of insurance in the amount of \$1,000,000 (one million dollars). The certificate must include language naming indemnified parties as additional insured the Brushy Mountain Apple Festival on the first Saturday of October. This language will be specified in acceptance documents.
- The festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but

not limited to: obtaining liability and general coverage insurance for vendor related activities adhering to all local and state ordinances and regulations.

- The Festival does not have separate vendor coverage under any insurance it may maintain.

Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The Festival reserves the right to amend these guidelines as needed. In the event of a dispute, the decision of the Brushy Mountain Apple Festival Operating Team will be accepted as final

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