



School Group Application

SATURDAY, APRIL 22

10AM until Reverse Raffle complete

Ofc Use Only:

Date/Time Rcvd ___/___/___

Rcvd by: _____

Thanks for your interest in the **Northwood High School Spring Fling for the Gold and Green** sponsored by the NHS Boosters, Friends, and Alumni Association. NHSBFAA is seeking food, and craft vendors as well as non-profit organizational booths to help attract large crowds for a day of family oriented fun.

Group Selection:

Groups/Vendors will be selected on a first come first serve basis until all rental spaces are filled. To ensure variety and quality, NHSBFAA reserves the right to limit those whose products are significantly similar. Each school group taking advantage of the waived fees and NHSBFAA permits is only allowed to submit one booth and one outside vendor sharing profits until January 3rd. Upon submitting completed paperwork for both including food permit information and list of volunteers working the booths, groups may submit for additional spaces. The intent is to allow all groups an opportunity to raise money and ensure all booths are properly manned. Note that NHSBFAA will not submit food permits for outside vendors unless at least 50% of profits from that vendor go to a school group.

Application Deadlines:

March 1st, 2017 All applications for spaces that will be serving food MUST be submitted before this deadline. All other application are preferred at this deadline.

March 15th, 2017 In order to submit the necessary Chatham county permits, your application and all paperwork must meet be completed and **RECEIVED** by this deadline.

Booth Spaces:

All spaces are ~12' x 17' and all vendor equipment, displays, stands, tents, tables, and etc., must fit within this dimension. You can reserve more than one space to accommodate larger displays. Double spaces are 19'x17'. All food trucks or trailers will require 2 rental spaces. There will be a set location for all food trucks and trailers. NHSBFAA will not provide chairs, tents, tables, electricity/generators, or other equipment to vendors. Tents must be adequately secured to protect against high winds. Vendors will be responsible for any damages from tents not being properly secured. **There will be NO stakes allowed in or around the parking/setup areas between the Chatham County Courthouse Annex and Justice Building (spaces may also be placed in lot across from Pittsboro Roadhouse) or any other spaces as designated by NHSBFAA.**

**Please refer to the site map located on our nhsbfaa.org website to request a particular site.

*** A clean up fee of \$100 will be assessed and payable to NHSBFAA general fund as required.

Set Up/ Breakdown Timeline:

6:00 am to 7:00 am	Trailers and larger vehicles must set up within this time period
7:00 am to 9:00 am	All other vendors set up within this time period (you can come at 6 if you pre-approve)
9:00 am	All vehicles must be unloaded and out of the display area before 9:00 am
4-4:30	Vendors who wish to break down may do so but vehicles will not be allowed in the show area
5:00 pm	Reverse Raffle begins at the main stage
When raffle ends	Breakdown - No vehicles allowed in the show area until this time for safety

Rain Dates:

Saturday, May 6, 2017

Any vendor selling any type of food or drink, including church or non-profit groups, must comply with all Chatham County Public Health Department requirements including the submittal of a Temporary Food Establishment (TFE) application which is obtainable here: <http://www.chathamnc.org/Index.aspx?page=1424>. Please contact Lisa Morgan @ lisa.morgan@chathamnc.org.

Note that NHSBFAA will submit food permits for school groups and outside vendors that give at least 50% of profits to a school group. Applications requiring food permits must be submitted by March 1st.

All commercial food vendors must have liability insurance naming Chatham County and the NHS BFAA as an additional insured with a combined single limit not less than \$1,000,000 per occurrence. A copy of the insurance certificate must be submitted before March 1, 2017. Some insurance carriers ask for an address for the town: PO Box 759, Pittsboro NC 27312.

Application Form:(type or write legibly)

School:	
Group/Sport Represented:	
Parent Rep/Advisor/Coach:	
Contact/Email/Phone:	
What will you be selling?	
Will you be preparing Food?	
Site/Lot Request/Trailer size (if Applicable). Include hitch in length	
Mobile Phone (for contact day of the event):	

Category	Rate per 9.5'x17'booth	# of booths	Totals
Non-Profit Organization Food (*will need to provide tax ID number)	Waived Fee		
Non-Profit Organization (*will need to provide tax ID number)	Waived Fee		
Commercial Food (booth)	\$50		
Commercial Food Truck/Trailer (2 booth spaces)	\$100		
Arts or Crafts	\$50		
Non-Food Vendor	\$50		

Submittal:

Make Checks Payable to: NHSBFAA
Send check & completed form to:
 NHS BFAA – Attn: Spring Fling
 PO Box 1596
 Pittsboro, NC 27312
 (do not mail after March 1)
OR
 Email to Springflinggg@nhsbfaa.org with

For Questions & Info contact: Robyn Allgood 919-442-7071
 Or email Springflinggg@nhsbfaa.org

Payments can be made with PayPal by visiting NHSBFAA.org/spring-fling.html (Forms must be submitted to match the payment made)

No applications for food will be accepted after March 1st