

**VENDOR 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 SchoolSpring 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 largecrowds for a day of family oriented fun.*

**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.

**Vendor Selection:**

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 vendors whose products are significantly similar.

**Booth Spaces:**

All single 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. 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.**

\*\*\* 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.

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 at least 30 days prior to the event. Some insurance carriers ask for an address for the town: PO Box 759, Pittsboro NC 27312.

**To allow a review that all paperwork has been received and assign locations, you should submit all permits and paperwork before March 1, 2017.**

**Application Form:**(type or write legibly)

|  |  |
| --- | --- |
| Your name: |  |
| Business Name/ Organization: |  |
| Nonprofit (tax ID): |  |
| Contact/Email/Phone:  |  |
| Mailing Address: |  |
| 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 |  |  |
| \*\*Must have 2 spaces with a trailer or food truck\*\*  |  |  |
|  |  |  |  |

**Submittal:**

For Questions & Info contact: Robyn Allgood 919-442-7071

Or email Springflinggg@nhsbfaa.org

For expedited processing email form to:

Springflinggg@nhsbfaa.org

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

*No applications accepted after March 15, 2017*

**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 payment made using PayPal