

Poplar Grove Plantation
Food Vendor Contract 2019
A Merry Little Christmas Festival

Dear Food Vendor,

This year we have continued to keep refining our Christmas Festival to create a visual and interactive shopping experience for the young and young at heart.

Imagine, if you will...a European Winter Bazaar experience...intimate pathways between vendors over which magical starry lights flicker and glow. Each pathway ends in a seasonal vignette or interactive experience encouraging customers to explore all parts of the grounds...

As some of you know, we are open in the evenings for our lighted event and these have been very successful. This year we'd like to incorporate you, the vendors, into the experience for a day/evening event.

There will be lots of fire pits and outdoor heaters to warm those chilly noses and toes!

- WE WILL BE LIMITING EACH WEEKEND TO 6 FOOD TRUCKS PER WEEKEND.
- WE WOULD LIKE TO HAVE DIFFERENT TRUCKS EACH WEEKEND. HOWEVER, PLEASE SPECIFY WHICH WEEKEND YOU'D LIKE TO PARTICIPATE. IF YOU ARE INTERESTED IN DOING BOTH WEEKENDS, PLEASE MARK THE ALTERNATE WEEKEND AND SPECIFY YOU'D LIKE TO DO BOTH IF POSSIBLE.

WE DO NOT ALLOW LOUD GENERATORS. SOME ELECTRICAL LOCATIONS ARE AVAILABLE; HOWEVER,

WE ONLY HAVE 1 50 AMP LOCATION WHICH BOOKS QUICKLY. PLEASE CONTACT ME PRIOR TO SENDING

IN AN APPLICATION IF YOU REQUIRE 50 AMP SERVICE.

Thank you for your participation in our event! We are looking forward to having you here. Please completely fill out the requested information and include copies of liability insurance. All further correspondence will be by email. If you don't have email, we will call you if needed. Please don't hesitate to email or call if you have any questions or concerns.

Thanks so much!

Suzette Cooper-Hawley

Events Director, Poplar Grove Plantation

Event Information

Name of Event: *A Merry Little Christmas Festival*

DATE(S)/TIME(S) & FEES

**Fri., Dec. 6th (5-8pm); Sat., Dec. 7th (10:00am-8:00pm);
Sun., Dec. 8th (10:00am-4:00pm)**

_____ \$100

OR

**Fri., Dec. 13th (5-8pm); Sat., Dec. 14th (10:00am-8:00pm);
Sun., Dec. 15th (10:00am-4:00pm)**

_____ \$100

PLEASE MARK THE WEEKEND YOU'D LIKE TO ATTEND. IF YOU WANT TO DO BOTH WEEKENDS, PLEASE MARK YOUR CHOICE AS #1 AND ALTERNATE WEEKEND AS "STANDBY." WE'D LIKE TO HAVE DIFFERENT TRUCKS EACH WEEKEND, BUT CANCELLATIONS ETC. ALWAYS HAPPEN!

Fee: \$100.00 payable to Poplar Grove Foundation, Inc.

Set up Information (date/time): Setup Info. and map will be supplied prior to the date

Poplar Grove Contact: Suzette Cooper-Hawley 910-686-9518 x 102

Email: suzette@poplargo.org

Poplar Grove Address: 10200 US Highway 17, Wilmington, NC 28411

Vendor Information

Vendor Business Name: _____

Business Contact/Owner Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

List of all items served: (May attach a menu or a separate page if needed): _____

Type of Vending Unit (Check One):

_____ self-contained truck Dimensions (LxWxH) _____
_____ trailer (LxWxH including tongue) _____
length of towing vehicle if applicable _____
_____ tent set up (indicate size of the space including any behind needed for equipment) _____

If you are operating and cooking out of a tent, you will need us to order a “gray water” disposal barrel. There is a \$60 charge, which is the cost of ordering the barrel from Blue Site Solutions.

_____ yes _____ no, gray water barrel needed by order of the Pender County Health Department.

Electricity Requirements: _____ no _____ yes. If yes, # of outlets needed: _____

What electrical amperage do you use? _____

Do you use a generator? _____ no _____ yes. If yes, please specify make & model _____

Please note, we only allow quiet generators onsite during festivals and market.

***FOR THOSE REQUIRING AN INSPECTION, YOU WILL BE REQUIRED TO SET UP BEFORE NOON ON THE FRIDAY OF THE EVENT.

Vendors must supply any needed electrical cords, food grade water hose, back flow preventer and all equipment necessary to obtain a permit.

You are responsible for contacting the Pender Co. Health Dept. to obtain a Temporary Food Stand Permit. Environmental Health Div., PO Box 682, Hampstead, NC 28443; phone: 910-270-5000; fax: 910-270-2526.

The food vendor is solely responsible for obtaining food permit, insurance and any necessary licenses.

Food vendors must provide a copy of current general and product liability insurance policy with this application.

It is hereby agreed that the vendor will take part in the Merry Little Christmas Festival organized by Poplar Grove Plantation for the selected weekend of the 2018 event for the entire scheduled time. Vendor will pay a sum of \$100.00, a non-refundable fee made payable to Poplar Grove Foundation.

Vendors are responsible for securing their units at closing each night of the event.

Vendors are responsible for cleaning and removing all trash in the area of their food booth after each day/night and at the end of the event. Food areas must be kept clean at all times. No trash, waste water, cooking oil or other items may be dumped on the grounds. All zip-ties and other items used to set up the booth must be removed.

I, _____, will not hold the **Poplar Grove Foundation, Inc.**, or its owners, employees, volunteers, directors and associates liable for any loss, damage or injury. I further agree to indemnify, save harmless and defend **Poplar Grove** and its representatives in interest from and against any and all claims, demands, actions, debts, liabilities and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about the **Poplar Grove** grounds where the booth is located, or while going to or departing from the same, and to indemnify and save harmless **Poplar Grove** and its representatives in interest from any liability that the **vendor** and **Poplar Grove** may suffer as the result of acts of negligence, fraud, or misconduct of any vendors agent or employees on or about the **Poplar Grove** grounds.

I release the **Poplar Grove Foundation, Inc.** from any and all liability for loss or damage to property and the merchandise used by the vendor in the operation of the concession due to theft, vandals, fire, storm, flood, and damage through any force of nature otherwise.

I further grant the **Poplar Grove Foundation, Inc.** permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

Signature _____

Date: _____

Mail to: Poplar Grove Plantation, 10200 US Highway 17, Wilmington, NC 28411
Attn: Suzette Cooper-Hawley

Or email to suzette@poplargrove.org