

Poplar Grove Foundation, Inc.
Food Vendor Contract
Food Truck Round Up 2020

Dear Food Vendor,

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

Please indicate which FTR's you want to participate below.

Name of Event: Brews, Bourbon and BBQ

Event Date(s)/Time(s): Saturday, May 2, 2020: 4:00 PM – 8:00 PM

Food Truck/Trailers Fee: \$150

Concessions Fee Mobile Units: (shaved ice, ice cream, etc): \$75

Setup Information (date/time): *Setup information and map will be supplied the Monday prior to the event.*

*This event includes live music with The Folkstone String Band, a showing of the Kentucky Derby, a variety of Fancy Hat contests and barnyard animals stopping by in their big hats. Event is \$5 cover charge for adults and children are free. The proceeds of admission, alcohol sales and vendor fees benefit the rescued animal sanctuary here at Poplar Grove.

Location: In front of the Ag. Museum, (where big festivals are held)

I would like to participate on this date: _____

I am unable to participate on this date: _____

Name of Event: Equine Rescue Food Truck Roundup Year 3

Event Date(s)/Time(s): Saturday, July 25, 2020, 4:00 PM – 8:00 PM

Food Truck/Trailers Fee: \$150

Concessions Fee Mobile Units: (shaved ice, ice cream, etc): \$75

Setup Information (date/time): *Setup information and map will be supplied the Monday prior to the event.*

Free to public and donations and fees go to our rescued horses here at Poplar Grove. Food truck roundup with 10 trucks.

Location: In front of the Manor House, upper Farmers' Market lot

I would like to participate on this date: _____

I am unable to participate on this date: _____

Name of Event: Brews and Broomsticks

Event Date(s)/Time(s): Saturday, October 24th and/or Sunday October 25th:

**There was an overwhelming response from the public for the Halloween event (Poplar Grove used to have a haunted house Halloween for 25 years and the community remembers and misses it so we are working on the details of ramping up this event to include a kid friendly haunted house and other attractions.

Food Truck/Trailers Fee: TBA

Concessions Fee Mobile Units: (shaved ice, ice cream, etc): TBA

Setup Information (date/time): *Setup information and map will be supplied the Monday prior to the event.*

DETAILS TO COME SHORTLY

I would like more info on this event when details are finalized: _____

Vendor Information

Vendor Business Name: _____

Business Contact/Owner Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____

Email: _____

Social media links: _____

Please attach a menu or list all items to be sold: _____

PLEASE SPECIFY THE FOLLOWING:

SELF CONTAINED TRUCKS

1. I am a self contained truck: YES _____ NO _____
 2. My serving side is DRIVER _____ PASSENGER _____
 3. The dimensions of my truck are L _____ W _____ H _____
 4. My generator is the following make and model: _____
(All trucks run on generators for this event and must be "whisper quiet")
 5. Do you have any special requirements for your truck we should be aware of? _____

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TRAILER WITH TOWING VEHICLE

6. I serve out of a trailer with a towing vehicle (*due to space tow vehicles must be unhitched and parked in our lot.): YES _____ NO _____
7. My serving side is DRIVER _____ PASSENGER _____
8. The dimensions of my trailer (including tongue) is: L _____ W _____ H _____
9. My towing vehicle is as follows: MAKE _____ MODEL _____ L _____ W _____ H _____
10. My generator is the following make and model: _____
(All trailers and trucks run on generators for this event and must be "whisper quiet")
11. Do you have any special requirements for your trailer we should be aware of? Ie: do you also use a tent set up alongside or behind, do you have tables etc. you place outside that would impact the length of the space you are designated?

FOOD/CONCESSION VENDORS OPERATING OUT OF A TENT

12. I sell meals YES _____ NO _____
13. I sell desserts and/or beverages such as popcorn, shaved ice, lemonade, coffee etc. YES _____ NO _____
14. Tent spaces are 10'x10'. Number of tent spaces required _____
15. Do you need electrical access? YES _____ NO _____
16. What will you be running of the electrical (ie: blender etc....) _____

17. What amperage is required? _____
18. Based on what you are selling do you require a health department inspection? YES _____ NO _____
19. Will you be using a generator? MAKE AND MODEL: _____ (whisper quiet only allowed)
20. Do you use a trailer or oversized vehicle to transport your set up? YES _____ NO _____
21. If yes, please specify Make: _____ Model: _____ Dimensions including tongue and towing vehicle
L _____ W _____ H _____ (*you will be required to park both trailer and towing vehicle in designated parking lot.)

ALL VENDORS MUST SUPPLY ANY NEEDED ELECTRICAL CORDS, FOOD GRADE HOSES, BLACK FLOW PREVENTER AND ALL EQUIPMENT NECESSARY TO OBTAIN A PERMIT.

HEALTH DEPARTMENT COMPLIANCE.

You are responsible for contacting the Pender County Health Department to obtain a Temporary Food Stand Permit and, if not applicable you must still contact the Health Department WITHIN 15 DAYS OF THE EVENT DATE to notify them that you are in the county.

Contact: Lexi Perillo at: aperillo@pendercountync.gov Tel: 910 259 1427

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

PLEASE ATTACH 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 Food Truck Roundups organized by Poplar Grove Foundation on the following dates:

BREWS, BOURBON AND BBQ:

I Would like to participate in this event: Saturday May 2, 2020: YES ____ NO ____

EQUINE RESCUE FOOD TRUCK ROUNDUP

I would like to participate in this event: Saturday July 25, 2020: YES ____ NO ____

BREWS AND BROOMSTICKS:

I would like information on this event when it becomes available: YES ____ NO ____

*you must participate for the entire scheduled time

OTHER UPCOMING 2 DAY FESTIVALS:

I would like to be emailed applications for the following 2 day festivals when they become available:

HERB AND GARDEN FAIR: MARCH 28, AND 29: FULL

SUMMER HARVEST FESTIVAL: SEPTEMBER 19 AND 20, 2020 YES ____ NO ____

A MERRY LITTLE CHRISTMAS FESTIVAL: (ONE WEEKEND ONLY): DECEMBER 13 AND 14 2020

YES ____ NO ____

Vendors are responsible for cleaning and removing all trash in the area of their food truck 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. If you are not onsite and ready to serve at the designated opening time at least 45 minutes prior to the event starting you will forfeit your space and booth fee.

I _____ will not hold Poplar Grove Foundation, Inc., or it's owners, employees, volunteers, directors and associates liable for any loss, damage, injury or loss of life. I further agree to indemnify, save harmless and defend Poplar Grove Foundation and it's 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, truck or vehicle 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 their business 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: suzette@poplargo.org