

## FOOD VENDOR CALL FOR APPLICATIONS 2017

**Artsplosure 2017 – The Raleigh Arts Festival** will last **THREE DAYS** and will be held in downtown Raleigh on:

**Friday, May 19, 2017** – 12 p.m. to 10 p.m.

**Saturday, May 20, 2017** – 11 a.m. to 10 p.m.

**Sunday, May 21, 2017** – 10 a.m. to 6 p.m.



The festival is a free outdoor event, which annually attracts an audience of up to 80,000 people. We're using a new footprint that will centralize all Artsplosure events along Fayetteville Street. Live musical performances will be located on Fayetteville Street in front of the Capitol Building. At the opposite end of Fayetteville Street in City Plaza, Artsplosure is proud to present the Luminarium as an additional main attraction. This year vendors selling food and novelty will be located on either side of the Art Market, near the main stage and the Luminarium. Kidsplosure, an all-inclusive event with interactive activities, will be held in Exchange and Market Plaza located between Fayetteville Street and Wilmington Street on Saturday and Sunday. Weekend festivities include musical performances, a juried Art Market of 170+ fine artists, the Luminarium, musical entertainment of all tastes, family-friendly activities, and much more!

**Music will continue on the Main Stage on Fayetteville Street through the evening on Friday AND Saturday until 10pm. Vendors are required to remain open until 7:00pm on Friday and Saturday and 6:00pm on Sunday, but will have the *option* of remaining open from 7:00pm until 10:00pm on Friday and Saturday.**

Artsplosure is located in downtown Raleigh and space is limited. Please carefully read all category requirements and only apply for spaces for which you can meet the space requirements. Please note—locations are general; **vendors should not expect to have an exact placement based on previous years. Space Fees are based on menu and size of operation, not location! Space locations are subject to adjustment at Artsplosure's discretion.**

**Food vending spaces are broken down into three categories as follows:**

**Category A** vendors are large, full-menu operations, but are 30' x 14' or smaller: **Space Fee \$1350.**

**Category B** vendors have more limited menus and are 18' x 12' or smaller: **Space Fee \$1000.**

**Category C** vendors sell few items and use tents or kiosks that are 10' x 10' or smaller: **Space Fee \$600**

**Selections will be made based on:**

**Appearance** – We prefer trucks or trailers. Provide a photograph of your setup with your application (or email to vendors@artsplosure.org), regardless of any prior affiliation with Artsplosure. **Applications without an accompanying photograph will NOT be considered!**

**Menu** – Our goal is to offer the public the widest variety of food choices by avoiding duplication as much as possible among accepted vendors. We seek a balance of festival staples and unique food options.

**Past Compliance** – The compliance to Artsplosure rules and standards by former vendors is heavily considered when selecting the vendors for this festival. However, past participation does not guarantee acceptance. All vendors are given consideration, and new vendors should not hesitate to apply.

We will give equal consideration to all applications received on or before **5 PM, Thursday, March 17, 2017**. Artsplosure staff makes decisions regarding vendor selection and placement and all decisions are final. Vendors will be notified of their application status on March 31, 2017 by 5PM.

*In addition to the cost of the site, we also require a **\$200 refundable deposit** for each booth space. **Please send the deposit with your application.** If vendor is not accepted to participate at the event, Artsplosure will refund the \$200 deposit within 10 days of notification. For accepted vendors, Artsplosure will refund the deposit following the event, provided vendors adhere to all rules and regulations.*

**Applications submitted without a deposit check will not be considered. You will be notified of acceptance on March 31, 2017 by 5PM.** If you are not accepted, we will return your check to the address you provided. Please be aware that if you are accepted to the festival and do not return a completed contract and full space fee by **Friday, April 28, 2017** or notify Artsposure of your inability to participate by the same date, you will forfeit the deposit fee.

**You will be responsible for the Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments 15A NCAC 18A 2600 in order to receive a permit from Environmental Services of Wake County on the morning of Friday, May 19. Temporary Food Establishment guidelines may be found on the Wake County Environmental Services website at: <http://www.wakegov.com/food/festivals>**

***Please be aware of the following, as some guidelines have changed:***

- Vendors are required to supply their own ice.
- For accepted vendors: **Your full space fee will be due with a signed contract by 5 P.M., April 28, 2017.** Failure to return the contract and space fee by the April 28 deadline, without notifying Artsposure, will result in forfeiture of the deposit paid.
- Vendors **MUST** provide their own generators. Vendors may NOT use other power sources unapproved by Artsposure. Vendors making excessive noise may be moved or asked to leave the festival. **Absolutely NO generators will be allowed for vendors located inside Exchange or Market Plaza.** If you have questions regarding this rule, please contact the Artsposure office.
- The Wake County Health Department requires all Temporary Food Establishment (TFE) Vendor applications to be submitted to the Event Coordinator, **Emily Henderson by April 28, 2017 at 5PM.** The application fee of \$75 will be due to the Wake County Environmental Office **Monday, May 5, 2017.**

**Dates to remember:**

Friday, March 17 – Deadline for applications, *must include \$200 deposit and a photo of booth.*

Friday, March 31 – Notification of acceptance to festival; contracts mailed out to accepted vendors.

Friday, April 28 – Signed contracts due with full payment to Artsposure, and Wake County TFE permit applications.

Friday, May 19 – Set up begins at 6:30 AM on Friday for vendors on Fayetteville St and City Plaza

**Please re-read this application carefully and note all of the changes for this year's Artsposure! For your convenience, a map of the new footprint is attached to give you an idea of where vendors will be located. Vendor locations are highlighted in blue and are subject to change by the Artsposure staff. Please email [vendors@artsplosure.org](mailto:vendors@artsplosure.org) for the quickest response to all questions, comments, or concerns.**

**ARTSPLOSURE 2017 FOOD VENDOR APPLICATION**

*PLEASE TYPE OR PRINT CLEARLY!!!*

Check which space(s) you are interested in applying for

- I am applying for a A-level (\$1350)
- I am applying for a B-level (\$1000)
- I am applying for a C-level (\$600)

Concession Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Set Up:  Trailer  Tent  Pushcart  Food Truck

**Total Space Needed (in feet):** \_\_\_\_\_ X \_\_\_\_\_

(your full operation must fit within the space provided)

Describe the generator that you own or will rent for this event: \_\_\_\_\_

Please specify your insurance liability coverage \$ \_\_\_\_\_ / Company - \_\_\_\_\_

**Please list your food and beverage items and their prices.** You may sell non-alcoholic beverages only. Only PEPSI brand soft drinks and water are allowed. Please include beverages on the application. If more space is needed, please use the back of this sheet.

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| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

**Application checklist:**

- Have you filled out the application completely, including selecting which space(s) you're interested in being considered for?
- Have you included the required \$200 refundable deposit check?
- Will your complete operation fit in the space for which you applied?
- Did you include a photo of your set up or email one to vendors@artsplosure.org?

**Completed applications must be RECEIVED in our office by 5 P.M. on March 17, 2017.**

**Mail applications with DEPOSIT & PHOTO to:**

Artsplosure Food Vendor Coordinator  
313 S. Blount Street  
Suite 200B  
Raleigh, NC 27601