



# 2019 AUTUMN TREASURES CONCESSION APPLICATION

Downtown Waxhaw, NC

Saturday, October 12, 2019 10 am - 6 pm

Sunday, October 13, 2019 12 pm - 6 pm

Application Deadline: Friday, September 27, 2019

Full refund cancellation date: Friday, October 4, 2019

Business Name: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### Type of Vending Unit (Mark an "X" Next to Your Desired Choice)

\_\_\_\_ Tent \_\_\_\_ Trailer \_\_\_\_ Push Cart \_\_\_\_ Other

\*\*Push carts are defined as an enclosed cart that can be pushed by one person without the aid of a vehicle. If your unit has sides and must be towed by your vehicle, then your unit is a trailer.

Items/portions/price \_\_\_\_\_

\_\_\_ A menu with pricing is attached to this application

### Unit Measurements

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

What side is your serving window on? \_\_\_\_\_

If there is a trailer tongue, what is its length? \_\_\_\_\_

### Vending Locations

The Events Staff reserves the right to locate concessions in the following locations based on products offered and space availability.

- ◆ Craft Area (West North Main Street limited to 20 amp electric service and tent concessions only. 10' deep x 20' wide)
- ◆ Church Street (Limited 20, 30 and 50-amp electric service available. 10' deep x 20' wide)
- ◆ Beer Garden (E. N. Main Street by Brewery and Music Stage. One 30- or 50-amp, and Four 20-amp electric available. 10' x 20' wide)
- ◆ Kids Zone (Gravel lot corner Highway 16 and Main Street. Two 30- or 50-amp and Eight 20-amp electric available. 10' deep x 20' wide)

Number of Spaces: One \_\_\_\_ Two \_\_\_\_

### Electrical Needs

Amps or Watts \_\_\_\_\_ Type of Plug \_\_\_\_\_ \_\_\_ A picture of plug is attached to this application

### Fees (Please Mark an "X" Next to Your Desired Choice)

\_\_\_\_ Food Vendor = \$150.00

\_\_\_\_ 20 amp electric = \$15.00

\_\_\_\_ 30 amp electric = \$25.00 (Food Court only)

\_\_\_\_ 50 amp electric = \$50.00 (Food Court only)

\_\_\_\_ Non-profit Space = \$50.00

\_\_\_\_ 20 amp electric = \$15.00

\_\_\_\_ 30 amp electric = \$25.00 (Food Court only)

\_\_\_\_ 50 amp electric = \$50.00 (Food Court only)

For concessions in Food Court location, can you pre-place your unit the day before the event? If so, mark yes and you will be called by the Events staff to make arrangements. \_\_\_\_ Yes \_\_\_\_ No

\_\_\_ A copy of my mobile food permit or UCEH application and associated fees is attached if applicable.

\_\_\_ A copy of my Certificate of Insurance is attached to this application.

\_\_\_ A W-9 is attached to this application

\_\_\_ I have read and agree to the Concessionaire Guidelines and the Selection Guidelines for Exhibitors/Concessions/Sponsors.

Total Fee to Be Paid: \$ \_\_\_\_\_

\*\*\*Returned checks charged \$35.00 processing fee. *Deadline to cancel and receive refund is 7 days prior to event.*

### Payment Information (Please Mark an "X" Next to Your Desired Payment Option)

\_\_\_\_ Cash \*\*Cash payments may be made, in person, at Town Hall

\_\_\_\_ Check \*\*Please make checks payable to the Town of Waxhaw. You may mail your payment to: Town of Waxhaw Parks & Recreation Events Division, Waxhaw Town Hall Annex, 317 N. Broome Street, P.O. Box 6, Waxhaw, NC 28173

\_\_\_\_ Online Credit Card Payment \*\*Online credit card payments can be made at: <https://heartlandpaymentservices.net/PaymentPortal/TownofWaxhaw/Bills> . Choose Events Division, then select Autumn Treasures from drop down menu on the right. Enter amount and select method of payment. Follow prompts to complete your transaction.

## Concessionaire Guidelines

- Concessionaires will be considered on a first-come, first-serve basis and according to concession entry guidelines.
- Awarded spaces are non-transferable.
- Cancellations for full refund must be given at least 7 days in advance of show date.
- This is an outdoor show and no refunds for inclement weather will be given.
- Concessionaires must be present during the entire event. Concessionaires not arriving by show start will be considered a NO SHOW. No-shows will not be allowed to appear at a Waxhaw event for a period of one year.
- Concessionaires leaving before show close will lose their opportunity to appear at a Waxhaw event for the period of one year.
- Concessionaires using tents must provide their own tents, tables, chairs and tent tie downs. Tents and tie downs are mandatory. Tie downs can consist of water jugs, sandbags or anything weighted that will tie to tent legs. Each tent leg should be weighted at least 10 lbs. for a total of 40 lbs. or more.
- Provide own generator with **decibel level at 60 dBA or lower** if the Event allows and you have not paid for power.
- If your concession sells meat products and you do not have a valid mobile food permit, in addition to your concessionaire application and fees, submit a completed Union County Environmental Health application with associated fees to the Events Division. Check and application will be forwarded to Union County by the Waxhaw Events Division. All foods will be inspected.
- If you have a valid mobile food permit, submit a copy to the Events Division with your concession application.
- Food vendors not having a permit showing them as an approved/qualified food vendor will be excused from the event. This certificate must be in full view during your entire time at the festival.
- Non-profit food vendors must provide a letter stating that all profits will be donated to the non-profit group. Proof of non-profit status must be attached.
- Purchase and maintain during the Event a comprehensive general liability insurance policy in an amount not less than \$2,000,000. Provide a certificate of insurance for the event no less than 30 days prior to the set-up of your area, naming the Town of Waxhaw as an "additional insured".
- Adhere to North Carolina Fire Prevention Code.
- Do not sell or distribute any nonfood items.
- Do not sell or distribute tobacco products or alcoholic beverages, including beer, wine and spirits.
- Concessionaires are responsible for maintaining and leaving their area free of refuse. Properly handle and dispose of your sewage, wash water, detergents, oil, cooking grease, or other pollutants in the proper way per North Carolina General Statute 143-215.1(a).

## Rights Reserved by the Town of Waxhaw Events Division

- Events Division reserves the right to grant, deny or revoke concession contracts and permits before and during town-sponsored events in Waxhaw
- Events Division reserves the right to select locations that Concessionaire will be permitted to sell his/her product
- Events Division reserves the right to conduct random, unscheduled, inspections of Concessionaire's vending space/apparatus
- Events Division reserves the right to order removal of any item sold or kept for sale for any reason at any time during the event

## Concessionaire Agreement

Applicants shall indemnify and hold harmless the Town of Waxhaw, its agents, volunteers, elected officials and employees from and against all losses, costs, damages, expense, and liability caused by an accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products or services rendered at this event. Applicant agrees to waive, release or discharge the Town of Waxhaw, its agents, volunteers, elected officials and employees, of and from any and all claims, demands, costs, liability and causes of action whatsoever that may arise as a result of participation in this event, including but not limited to, any claims, causes of action, liability, damages, demands and costs related to injury to the benefit of Town and shall bind Applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof. I, the undersigned, agree to abide by all Rules and Regulations set forth in this application. By signing below, I agree to consider this application a commitment and realize that no refunds will be made for cancellations after the cancellation date as specified in this document. I hereby give the Town of Waxhaw permission to take photographs of my and my representatives participation in the event or photographs in which I or my representative may be involved with others without compensation to me. These photographs may be used by the Town for promotional and information purposes in print, on the Town website and in other media.

**Signature (printed name valid as signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Email completed application to [events@waxhaw.com](mailto:events@waxhaw.com) and submit payment by mail or online.



## Selection Guidelines for Exhibitors/Concessions/Sponsors

### **Exhibitor Entry Guidelines**

Any individual, home-based business, or not-for-profit entity interested in selling their work or products to the public are eligible for consideration for entry into the exhibition. Some examples of previous exhibitor offerings include: hand-crafted items, jewelry, apparel and accessories, specialty foods, direct sales distributors (Origami Owl, Tupperware, Mary Kay, Tastefully Simple, etc.) and local area home-based businesses. Staff will strive to balance the inventory of exhibits to ensure our exhibitors have a successful and profitable experience, as well as to provide a variety of offerings to our event attendees. Exhibitors will be considered on a first-come, first-serve basis.

### **Concession Entry Guidelines**

Staff will strive to balance the inventory of concessions to ensure our concessionaires have a successful and profitable experience, as well as to provide a variety of offerings to our event attendees. Only two concessionaires per food category will be allowed in each vending location. Staff reserves the right to locate like offerings in different festival vending locations (i.e. street location vs. beer garden vs. kids zone) to accommodate. Concessionaires will be considered on a first-come, first-serve basis.

### **Sponsorship Opportunities**

Sponsorship opportunities exist for commercial businesses wishing to appear at Waxhaw Festivals. Please request our Sponsorship Guide and Application for additional information. For definition, any company identified by the Secretary of State as a legal entity, or an individual licensed by or paid by a legal entity is considered a commercial-based business. Only three companies in a business category (i.e. real estate, chiropractors, home improvement/repair, financial institutions, insurance, health care, etc.) and only one booth per company will be allowed to exhibit. As an example, under the insurance category, we would only allow one State Farm booth, one Nationwide Insurance booth and one All-State insurance booth in the festival line-up despite there being several representatives in the Waxhaw area. Agents are welcome, but not required, to share the company booth among themselves. This does not preclude additional companies in the same business category from sponsoring the event and being involved in some other aspect of the festival.