

1st Fridays – Food Vendor Application

1st Fridays on the Lawn concert series – 2019

July 5 – August 2 – September 6 – October 4
249 W. Nash Street – Wilson County Library Lawn
Rain Location: Arts Council – Boykin Theatre
6:00 – 9:00 p.m.



PLEASE PRINT /TYPE

Organization or Business Name _____

Contact Person _____

Address _____
(Street) (City) (State) (Zip Code)

Daytime phone: _____ Cell phone: _____

Email: _____

(Most communication will be via email – it is vital the contact person use email regularly.)

PARTICIPATION:

New Vendor – 1st Time participating, must attach photos of your food cart/booth/trailer/truck

Returning Vendor – attach any changes since your last participation

DATE(S) REQUESTED:

July 5

August 2

September 6

October 4

(check all that apply)

Note – the July and September concerts are the weekend after their respective holidays.

Note - August will also be National Night Out celebration of police and community organizations, space is limited.

Rain Cancellation Note: In the event of inclement weather, the concerts will be moved indoors to **the Wilson Arts Council – Boykin Theater**. Food vendors will be given the option of setting up curbside outside the theater, but are not required to attend.

FOOD TYPE / CATEROGRY: _____

Provide Menu below or attach – **list all food items for sell and prices**. Higher “festival” food prices are not recommended as this free community concert series. Only one food vendor of each type/category will be approved per concert date. Should we receive more than one application for a food type, we will rotate vendors on different dates.

Main menu items: _____

Additional menu items:

SET UP: This is a small community concert setting able to accommodate only 4-5 food vendors per date. Space is limited.

- We request access to 110v electricity (*one plug*)
- We request access to a water faucet. (*not running water*)
- We request 1 table and 2 chairs be provided.
- We will use a 10x10 tent for service.
- We will use a pull trailer, size _____
- We will use a mobile food truck, size _____
- We will use a mobile food cart, size _____
- Other needs:

Note: Due to utility limitations in our food zone and proximity to the stage, we cannot accommodate food vendors that need a generator, 220V power, running water or oversized tents/truck space.



ARRIVAL / BREAK DOWN:

- Yes, I can arrive for set up; held 3:30 – 5:00 pm.
- Yes, I understand all Food Vendors vehicles must be in position by 5:00 pm.
- Yes, I understand that break down can only begin at the conclusion of the final concert performance, not before.
- Yes, I understand that all materials, including trash, food waste and grey water should be removed by the vendor.

- I need special accommodations, explain: _____.

Set up note: While the concerts begin at 6:00 p.m. many citizens begin arriving on the lawn between 5–5:30 p.m. For safety reasons, all vehicles, trailers, etc...must be in place by 5:00 p.m. Food vendors may continue set up and food preparation, but all moving vehicles must be in place by 5 pm. Late arrivals will not be accommodated. Food sales may begin immediately.

Break down note: The concerts end at 9 pm and food sales must end accordingly. Please adjust your order takin and time needed to prepare and serve to also end by 9 pm. Break down must start immediately and the streets cleared by 9:30 pm.

HEALTH DEPARTMENT CERTIFICATION: (*check one*)

- Attached is copy of my Health Department mobile food unit or temporary permit. Permit # _____
Most recent inspection date: _____ County: _____

- Attached is copy of my Health Department certification application. A certificate will be provided upon approval.

Preparing food outside requires strict preparation and storage procedures. Health Department staff will inspect booths during the afternoon set up time. If you do not meet standards, they will not allow you to serve the public. Consult with the Wilson County Health Department, (252-291-0468) for answers regarding required procedures, documentation and fees. State regulations that govern county health departments can be found at the website: <http://www.wilson-co.com/242/Food-Protection>

COMMITMENT:

- I understand and agree to follow the policies provided for Food Vendors. I understand that once approved, I have an obligation to participate. Should anything prohibit me from participating, I will provide the Human Relations Office at minimum of 10-days' notice so that another Food Vendor may be allowed to fill the space.

Signature: _____ **Date:** _____

Mail completed application to: 1st Fridays on the Lawn
Human Relations Office, P.O. Box 10, Wilson, NC 27894
Drop off location: 104 Goldsboro Street – City Hall Annex
Questions? Call 399-2308

Office use only: Date rec'vd: _____
Booth: Approved Denied
Confirmed: _____

1st Fridays – Food Vendor Information

Notwithstanding any other portion of these policies, the Human Relations Office reserves the right to make any and all decisions regarding the participation of vendors.

General Information

1. Food Vendors are needed to help create a festive community celebration that is family friendly and reflects the diversity of Wilson. All types of food options will be considered. However, only organizations and businesses that support inclusive membership and community building will be considered.
2. The concerts are held on the Wilson County Library Lawn in downtown Wilson at 249 Nash Street (zip - 27893).
3. In the event of inclement weather, the concerts will be moved indoors to Bill's Convention Center. Because they are a food venue, outside food is not allowed. If the concerts are moved indoors, the food vendors will be contacted and cancelled for that particular date. We thank you for your understanding.
4. Most food vendor spaces are located on a closed side-street. Some will be located on the outer perimeter of the lawn.
5. Due to limited space, only 4-5 food vendors can be scheduled per date. Food Vendors may repeat only if there is available space. Mark all the dates you are available or the specific date you need on the application. Applications will be considered on rolling bases. Once the vendor booths are full, vendors will be considered for the next concert date.
6. Local and non-profit vendors are given first preference. Limited amount of commercial vendors will be considered.
7. Vendors will be chosen with priority given to those with a variety of food selections, quality and price point offered.
8. We attempt to avoid overlapping or duplicating of food sales to ensure success for everyone. If a primary food item has already been approved, you may select another primary item. For example, only one food vendor may sell snow cones. Should we receive applications from vendors with similar menus, you may be accepted with limited menu items or we may rotate vendors on different dates.
9. Vendors must supply all equipment, tables, chairs, tents and signage for their space.
10. Vendors must provide their own power cords and consumption approved hoses/containers.
11. Access to 110v electricity and water is limited. 220v power and multiple 110V outlets are not available. Vendors needing more than one 110V outlet will not be accepted. We simply do not have the ability to provide more power at this event.
12. Amplified sound and generators are not allowed due to the proximity of the food zone is very close to the live band performance.
13. All activity is confined to your designated booth space. Roaming food sales are not allowed.
14. Vendors are encouraged to bring garbage containers for work areas. Each vendor is responsible for handling waste in the proper manner as described by the Health Department, and for removing it from the concert site at the end of the evening. No dumping is allowed! Do not pour grease, oil, soapy water or food debris on the ground, in public trash containers or down sewer drains. Any vendor found violating these City ordinances will be banned from the concert series and possibly face fines.
15. Booth set up may start as early as 3:30 pm and concludes with all vehicles in place by 5:00 pm. Vendors with equipment that needs to be driven on the lawn will be assigned a set up time to allow for set up starting with the interior spaces working outwardly to the perimeter spaces.
16. Preparing food for the public and in outdoor settings requires strict preparation and storage procedures. All Wilson County Department of Public Health state regulations regarding food preparation and procedures must be followed. Health Department staff will inspect booths/areas during the established set up time. If vendors do not meet standards, the vendor will not be allowed to serve at the concert. For more information concerning food preparation permit requirements, consult the Wilson County Health Department at (252) 291-0468. NC state regulations that govern county health departments can be found at: <http://www.wilson-co.com/242/Food-Protection>
17. Since most Food Vendors will be located on a closed side street, we need the street to be cleared as soon as possible. Traffic must be reopened by 9:30 p.m. Food Vendors must end food services at 9:00 pm, the end of the concert. However any noisy or distracting breakdown may only begin at the conclusion of the final concert performance, not prior.
18. By submitting an application, Food Vendors agree they understand the information provided in the application and agree to follow the policies.
19. Once approved, we understand the Human Relations Commission is depending on our participation as part of the *1st Friday on the Lawn* concert series. We understand that space is limited and that by being selected to participate, another group may have been denied. Therefore we have an obligation to follow through. Should anything arise that will keep us from fulfilling our commitment, we will provide the Human Relations Office at minimum of 10-days notice so that another group may be allowed to fill the open space.
20. Should any questions arise, contact the Human Relations Office by calling 399-2308. Or, visiting the office located in the City Hall Annex at 104 Goldsboro Street, Wilson, NC. Applications may be mailed to: 1st Fridays on the Lawn, Human Relations Office, P.O. Box 10, Wilson, NC 27894