



TRICK-OR-TREAT THE TRAILS FOOD VENDOR APPLICATION

Who Can Participate?

Licensed food restaurants, caterers and mobile food vendors who currently have a mobile food permit are encouraged to apply. Nonprofit organizations may also apply. **Please note that at this time, only vendors with a mobile food permit and non-profit groups may apply to participate.** Vendors will be accepted based on the benefit and variety they provide to the event, with a maximum of 3 spaces and priority given to vendors selling entrée items.

What are the requirements for food trucks or mobile catering?

Food vendors are required to follow all Town of Garner, Wake County Environmental Services and N.C. Dept. of Health rules and regulations.

Registrations will not be considered complete for food trucks or mobile catering until the following documents have been received:

- Town of Garner Food Vendor Application (see page 3)
- A certificate of liability insurance naming the "Town of Garner" as additionally insured, with a combined single limit not less than \$1,000,000 per occurrence.
- A valid mobile food permit.

What are the requirements for nonprofits to vend food at the festival?

Food vendors are required to follow all Town of Garner, Wake County Environmental Services and N.C. Dept. of Health rules and regulations.

Registrations will not be considered complete for nonprofits until the following documents have been received:

- Town of Garner Food Vendor Application (see page 3)
- A certificate of liability insurance naming the "Town of Garner" as additionally insured, with a combined single limit not less than \$1,000,000 per occurrence.
- Mobile food vending permit
- **Nonprofits only:** A 501(c) (3) Letter of Determination as proof of nonprofit status.
- **Nonprofits only:** A Temporary Food Establishment Document of Exemption from Wake County Environmental Services (referred to from this point as TFE), releasing them from obtaining a Temporary Food Establishment Vendor Permit. Information on this requirement can be found here: <http://www.wakegov.com/food/festivals/Pages/default.aspx>. For questions regarding this exemption, please contact Laura Lerch with WCES: laura.lerch@wakegov.com or at 919-856-6609.

What fees are involved?

FEE: \$100.00(check made out to the Town of Garner, Cash, or by Phone); refundable only if event is canceled by the Town of Garner Parks, Recreation, & Cultural Resources Department. To apply for a space, return (by mail, email or in person) the documents listed above to Brittany Washington by one of the methods listed below. For questions please call Brittany at 919-773-4441:

By Mail

Garner Parks, Recreation & Cultural Resources
Attn: Brittany Washington
900 7th Ave.
Garner, NC 27529

Email:

To: bwashington@garnernc.gov

In Person:

Avery St. Recreation Center
125 Avery St.
Garner, NC 27529

What is the deadline to apply?

Applications with supporting documentation must be received by October 8th. Notification of acceptance will be sent out by the following week.

What is the schedule for the event?

This event is open to the public from 3:00 p.m. to 6:00 p.m. Set-up must take place between 1:30 p.m. and 2:30 p.m. Set-up should be complete no later than 2:45 p.m. Vendors are not permitted to shut down or leave the event before 6:00 p.m. and should leave their area in a clean condition.

Will the event take place if there is inclement weather?

Trick-or-Treat the Trails is a rain or shine event, unless canceled by the Town of Garner Parks, Recreation, & Cultural Resources Department.

What safety/other requirements must we meet?

- Vendor applications and all items proposed for sale must be approved by Garner Parks, Recreation and Cultural Resources. No more than two vendors will be allowed to sell the same entrée item. All items to be sold including candy, chips, and souvenirs must be listed on applications. Only items listed on the application will be permitted to be sold during the event.
- A tent must maintain a minimum clearance of 10 feet to all structures and other tents. Tents may be inspected on the day of the event by the fire inspector to ensure requirements are met. Tents and membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Examples of approved canopies include EZ-Up Tent and Quick Shade.
- All vendors must provide at least one fire extinguisher in good working order, rated at least 2A:10B:C.
- Smoking shall not be permitted within tents or membrane structures.
- Cooking devices producing open flame or other devices emitting flame, sparks, grease laden vapors, heat; or any other devices using flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure.
- Generators and other internal combustion power sources shall be separated from tents and membrane structures by a minimum of 20 feet.
- Cooking may be conducted under a canopy provided the following conditions are met:
 - o Certificate of flame retardant permanently affixed to the canopy indicating compliance with flame propagation requirements (NFPA 701).
 - o Any canopy in which cooking operations are performed shall be for cooking only and located at least 20 feet from any other tent or membrane structure.
 - o A Class "K" or a 40B:C rated fire extinguisher shall be within 30 feet of all cooking appliances.
- Wake County Environmental Services Rules and Regulations can be found at <http://www.wakegov.com/food/festivals/pages/tfe.aspx>.
- Banners and menu boards must be hung inside or on the booth/vendor space and not on the roof.
- Items may only be sold from the booth; vendors will not be allowed to circulate through the crowd to sell. Vendors are also prohibited from aggressive sales techniques including but not limited to flashing lights, audio or "barking" as participants pass the booths, or standing on top of booths, vehicles, or platforms.
- Vehicles will be allowed at the booths to unload supplies until 5:30 p.m. No vehicles will be allowed to remain parked beside or under any canopy. There is no reserved parking.
- All Wake County Health Department rules must be followed. Vendors are strongly encouraged to contact the Health Department for their requirements. (phone number 919-856-7400) . Groups will be responsible for their own sanitary and food handling supplies.
- It is the responsibility of the primary contact listed on the Vendor Application to orient their staff, volunteers and subcontractors to these rules.
- Violations of the rules listed herein may jeopardize the group's ability to vend at future Town of Garner events. Repeated violations of the rules and failure to follow the reasonable instructions of the staff may result in immediate closing of your booth and ejection from the event and park.

The attached application must be returned to the Town of Garner no later than October 8.



TRICK-OR-TREAT THE TRAILS FOOD VENDOR APPLICATION

Due no later than October 8

FEE: \$100.00(check made out to the Town of Garner, Cash, or by Phone); refundable only if event is canceled by the Town of Garner Parks, Recreation, & Cultural Resources Department.

By Mail

Garner Parks, Recreation & Cultural Resources
Attn: Brittany Washington
900 7th Ave.
Garner, NC 27529

Email:

To: bwashington@garnernc.gov

In Person

Avery St. Recreation Center
125 Avery St.
Garner, NC 27529

Vendor/Group Name: _____

Representative Name: _____

Mailing Address: _____ City: _____

Zip Code: _____ Phone Number: _____

Email Address: _____

Size of Space & Description of area to be used (tent/food truck, etc): _____

Vendor Prepared Entrée Items	Other Vendor Prepared Menu Items	Commercially Prepared Items	Non Food Items

INDEMNIFICATION: To the maximum extent allowed by law, the Vendor shall indemnify and save harmless the Town and its officers, officials, agents and employees from and against all claims, judgments, cost, expenses, including reasonable attorney’s fees, which arise in any manner from or as a result of performance of this vendor agreement by, or the acts or omissions of, the Vendor or the Vendor’s officers, officials, agents or employees. I have read and agree to follow the Vendor Rules and Regulations established by the Town of Garner.

Nonprofit Checklist of Documents for Approval:

- 501C3 Determination Letter (if needed)
- Proof of Insurance
- TFE exemption

Food Truck / Catering Checklist of Documents

- Mobile Food Unit Permit
- Proof of Insurance

I understand and agree to the conditions outlined above.

Signature: _____ Date: _____