

# 24th Annual NORTH CAROLINA SEAFOOD FESTIVAL

October 1-3, 2010

On the Waterfront, Morehead City, NC



ART/CRAFT BOOTHS  
4 STAGES OF LIVE ENTERTAINMENT - RIDES  
COASTAL YESTERDAY & TODAY EDUCATION EXHIBITS  
SHIP TOURS – BOAT SHOW  
Sporting Events  
FIREWORKS  
**AND SEAFOOD, SEAFOOD, SEAFOOD**

*ADMISSION FREE TO THE PUBLIC*

**The NCSF is a not for profit organization. The purpose of the NCSF is to:**

- PROMOTE** NC seafood by noting the importance of this natural resource to our citizens and their social and economic welfare;
- EDUCATE** about seafood and its importance to the economy of NC;
- PUBLICIZE** the wide variety of seafood indigenous to North Carolina and to provide the opportunity for people to enjoy and learn about North Carolina seafood;
- PROMOTE** tourism and recreational opportunities available in eastern NC during the non-summer months;
- ESTABLISH** a scholarship program for young people to pursue an education in a marine science related field;
- PROVIDE** the opportunity for non-profit, civic, church and educational organizations to raise funds through participation in the NC Seafood Festival.

**NCSF**  
**P. O. BOX 1812**  
**412-D Evans Street (After February 10, 2010)**  
**MOREHEAD CITY, NC 28557**  
**(252) 726-6273**  
[www.ncseafoodfestival.org](http://www.ncseafoodfestival.org)

**ALL ITEMS SOLD MUST  
“FIT THE ATMOSPHERE OF THE FESTIVAL”**

**Non-Profit Food Vendors** (civic, community, church & educational organizations) Non-profit groups must submit documentation showing non-profit status. This booth must be manned and operated by the non-profit group members. You can not hire or arrange services of a for-profit organization to manage this space. All for-profit organizations must apply under the Commercial status. **Menus must accompany application. Only one side item can be served per seafood entrée offered. A side item is considered as a vegetable, potato, etc. This is a seafood festival. – See Carteret County Health Department downloads.**

Fee: \$255.00 for a 10’ x 10’ space  
\$75.00 per 110V PLUG or \$150.00 per 220V PLUG for electricity- YOU MAY NOT USE A POWER BAR (One drop cord per plug) Label your plug.

**Commercial Food Vendors** The North Carolina Seafood Festival currently accepts a limited number of commercial vendors. These vendors must abide by Festival and Health Department Rules & Regulations. **Menus must accompany application. Only one side item can be served per seafood entrée offered. This is a seafood festival. Food vendors not selling seafood items will not be accepted. See Carteret County Health Department downloads.**

Fee: \$680.00 for a 10’ x 10’ space  
\$75.00 per 110V PLUG or \$150.00 per 220V PLUG for electricity – YOU MAY NOT USE A POWER BAR (One drop cord per plug) Label your plug.

**Arts & Craft Vendors** Photos and/or slides must accompany all applications. Exceptions will be approved by the Board. The Festival reserves the right to remove any work that differs from submitted photos or slides or work that does not fit with the Festival atmosphere. **All jewelry vendors will be considered a COMMERCIAL VENDOR.**

Fee: \$255.00 for 10’ x 10’ space (Hand Crafted only)  
\$450.00 for 10’ x 10’ space (Commercial/Jewelry)  
\$ 75.00 per 110V PLUG or \$130.00 per 220V PLUG for 110V electricity – YOU MAY NOT USE A POWER BAR (One drop cord per plug) Label your plug.

- **No Balloons, Silly String or Pop Rocks are allowed.**
- **No T-shirts may be sold.**
- **No generators will be allowed. This includes both gas and propane. Only power source allowed will be from the electrical services contracted through the Seafood Festival Office.**
- **No raffles will be allowed within the Seafood Festival grounds.**
- **Vendor must state if they will be using tent or canteen. Vendor must take into consideration tongue length of their vehicle.**
- **No bottled water, or carbonated drinks may be sold.**
- **All food vendors will be responsible for removing their oil from the site. Any vendor found dumping inappropriate materials will be fined and immediately removed from Festival.**

**REFUNDS: FORCE MAJEURE:** Vendor acknowledges and agrees the NCSF shall not be obliged to issue refunds under any circumstances on vendor space rental. NCSF is not liable or responsible for delays, cancellation, or postponements of the Festival or events within the Festival due to inclement weather, war, government action, strikes or other matters beyond its control.



# North Carolina Seafood Festival

## 2010 Vendor Application

“Early Bird Deadline” - \$25 discount per organization if received by April 6, 2010

Application Deadline - June 1, 2010 (note new deadline)

Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone:(Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**E-Mail addresses will be used for notification purposes only**

\_\_\_\_\_ # of 10' x 10' “Non-Profit” Food Spaces at \$255 each **(Full fee must accompany application)**

\_\_\_\_\_ # of 10' x 10' “Commercial Food” Spaces at \$680 each **(Full fee must accompany application)**

\_\_\_\_\_ # of 10' x 10' “Hand-Crafted Spaces” at \$255 each **(Full fee must accompany application)**  
(Photos enclosed - SASE for return) **All jewelry vendors must apply as a Commercial Art/Craft**

\_\_\_\_\_ # of 10' x 10' “Commercial Art/Craft Spaces” at \$450 each **(Full fee must accompany application)**  
**(Photos enclosed - SASE for return)**

\_\_\_\_\_ # of 120V electrical outlet at \$75 per plug. (For 220 V service, please contact NCSF Office)  
(300' minimum extension cord for each plug provided by vendor) **(Full fee must accompany application)**

\_\_\_\_\_ **\*Request the same space as 2009/must receive application and fee before April 6, 2010.**

State if you will be using a tent or canteen: \_\_\_\_\_

Items to sell: \_\_\_\_\_

**Vendors will not hold the Festival participants, directors, volunteers or employees responsible for claims, losses, fees, damages or expense. The Festival will not refund fees due to inclement weather, government action, strikes, or other matters beyond its control. By signing below you are stating that you have read the Vendor Application and accompanying information and you and your organization will abide by the rules or risk being removed from the NCSF. Vendor agrees to secure insurance coverage that will cover property damage and personal injury arising as a result of the vendor’s action.**

\_\_\_\_\_  
Signature Date

\*\*\*\*\* There is a \$30 fee for returned checks. \*\*\*\*\* There are NO REFUNDS. \*\*\*\*\*

**COMPLETE & RETURN TO:**

**NCSF**

**P. O. Box 1812**

**Morehead City, NC 28557**

**(252) 726-6273**

Office Use Only  
Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Email Sent: \_\_\_\_\_ Date Packet Sent \_\_\_\_\_

2009 Booth # \_\_\_\_\_ 2010 Booth # \_\_\_\_\_

**PLEASE KEEP A COPY FOR YOUR FILES. NOTIFICATION OF ACCEPTANCE WILL BE MADE VIA E-MAIL UNLESS OTHERWISE NOTED**

**\*\*WE WILL NOT GUARANTEE THE EXACT LOCATION UNTIL THE MORNING OF THE FESTIVAL. FESTIVAL MEMBERS WILL BE AVAILABLE TO HELP YOU FIND YOUR LOCATION DURING SET UP\*\***

### GENERAL VENDOR RULES

**Hours of Operation:**

Saturday 10:00 AM - 11:00 PM

Sunday 11:00 AM - 5:00 PM

Vendors should have their booths open until dusk on Saturday. You are welcomed to stay open later, but you will need to bring your lighting and purchase electrical outlets from the Festival

1. **The Festival goes on rain, shine and wind!! Be prepared for wind – we are at the Beach**
2. You must bring your own tables, tents/tarps, chairs, electric cords and any other needed items including materials to protect your product from inclement weather. All tents and tarps must be flame resistant as per the Morehead City Fire Department. No stakes can be driven into pavement or ground. Only bucket anchors are allowed.
3. You are responsible for collecting and reporting your own taxes.
4. If you require power, **you must pay in advance**. The \$75.00 per 110v or \$150.00 per 220v plug fee for electricity for each **PLUG** required. One drop cord per plug. You should bring a heavy duty 10 or 12 gauge (300' minimum) electric cord with you. These cords need to be 3 wire and in good condition. Cords that have worn places, tape, splices and plugs replaced are not acceptable. **Power cannot be purchased Festival weekend. No gas or propane generators will be allowed. Each exhibitor is responsible for securing their electrical cords in a manner that will prevent the possibility of injury.**
5. **YOU MAY NOT SET UP ON FRIDAY NIGHT.** If you attempt to set your booth up before the designated time, you will be asked to remove your booth and not allowed to return. Payment for vendor fees will be forfeited.

**VENDOR SET UP TIME IS SATURDAY MORNING 6-8 AM.** You must coordinate with a Board Member assigned to your street for proper set up. **Vendor must take into consideration tongue length of their vehicle and notify if they will be setting up a tent or canteen. Failure to not advise the Festival of correct length of a vehicle may result in reassigning a vendor to an alternate location.** We encourage vendors to bring hand carts to transport additional product to their booth during the weekend. Under no circumstances will vehicles be allowed to return on the street to replenish product during the weekend. The booth space is 10' x 10' and vendors are not allowed to set anything up in front, behind, or beside the allocated space.

**BOOTHS MAY NOT BE MOVED!! BOOTHS CANNOT BE SET UP WITHOUT BOARD MEMBER APPROVAL FIRST !!**

Vehicles not off the streets by 8:00 am will be towed.

6. **Tear down time is 5:00 PM on Sunday. No vehicles on street until then.**
7. If there is inclement weather, you will not be allowed to remove your booth until an official decision is made to close the Festival by Executive Director and Board of Directors' Chair. However, you may choose to leave your booth until that time.
8. NO PETS, SKATEBOARDS, BIKES OR SCOOTERS ARE ALLOWED WITHIN YOUR BOOTH AREA
9. **No raffles will be allowed within vendor booths.**
10. **Only 1 waterfront vehicle pass will be given per exhibitor-NO EXCEPTIONS**

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| <ul style="list-style-type: none"><li>• Vendors not following these guidelines will be closed immediately with no refund and no admission to future North Carolina Seafood Festivals.</li><li>• The NCSF Board reserves the right to jury all applications and refuse any vendor or item that does not fit with the atmosphere being created at the NCSF.</li><li>• The North Carolina Seafood Festival (NCSF), its Board, employees and volunteers will not be held responsible for loss or damage before, during or after the Festival.</li></ul> |
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The NC Seafood Festival will make every effort to locate a vendor around or near their requested location. Vendor packets including tentative location assignments will be mailed at least one month prior to the Festival. The Festival reserves the right to change booth locations up until 8:00 am on Saturday of the Festival.



## **FOOD VENDOR RULES**

***PLEASE READ ATTACHED LETTER FROM MOREHEAD CITY FIRE DEPARTMENT***

1. Food vendors **may not** sell bottled water or carbonated drinks.
2. Each booth **must have a 5-lb. Fire Extinguisher**. Fire extinguisher should be an ABC type and have a current inspection tag. Your booth will be inspected by the Fire Marshall. A Type K fire extinguisher is required for vendors cooking with grease or have deep fat fryers. (See information from Fire Marshal).
3. All propane tanks and other cooking devices must be protected from tipping over and unintended contact to people or clothing. All cooking devices and hoses must meet current Health and Fire Safety Code.
4. Vendors should use Health Department recommended hand washing facilities.
5. Safety concerns must be addressed at once and vendor may not be allowed to operate until the safety concerns are corrected.
6. Grey water barrels will be available for disposing waste water. Locations for grey water barrels will be indicated on your map within the vendor packet. No water is to be dumped on the ground. This includes ice melting and hand washing runoff.
7. Disposing of oil will be the vendor's responsibility. The Festival will NOT provide oil refuse containers. Vendors must remove their oil from the site. **Any vendor found dumping inappropriate material will be fined and immediately removed from Festival.**
8. **Prices must be posted and visible to public.** Signs should be large enough to be seen from a distance and high enough to be seen over the people waiting in line. NCSF Board of Directors will check booths after beginning of Festival and **Vendor will not be allowed to operate without appropriate pricing sign.**
9. If you require power, **you must pay the \$75 fee per 110V or \$150.00 per 220V outlet when you mail your application. Only one drop cord is allowed per booth. PLEASE SPECIFY THE TYPE PLUG YOU WILL BE USING.** Not all locations have electricity available to them. You should bring several heavy duty (300' minimum) electric drop cord with you. **Label the electrical plug with your organization's name at the point of plug in.**
10. Vendor must obtain insurance coverage that will cover property damage and personal injury arising as a result of the vendor's actions. Upon request, vendor must submit to the Festival's office proof of insurance.
11. **Review carefully the information from the Carteret County Health Department.**

# Morehead City Fire Department



## Assistant Chief/Fire Marshal Craig Forlines

[firemarshal@bizcc.rr.com](mailto:firemarshal@bizcc.rr.com)

706 Arendell Street  
Morehead City, NC 28557

*“COMMUNITY BEFORE SELF”*

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To: All Vendors

The following rules shall be adhered to during setup and operation at any festival or event that is held within the city limits of Morehead City.

### Propane Gas:

1. No cylinders or tanks shall be used within a tent or a building.
2. Always position cylinders and tanks so that the pressure relief valve points away from areas where points of ignition, tent openings, and where people may gather.
3. Keep cylinders in an upright position at all times. Place on firm ground or footing and secure tanks.
4. Protect and secure all gas tubing and piping from vehicle and foot traffic.
5. All tanks and cylinders must be a minimum of six (6) feet from any heat source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to equipped with safety shutoff controls. Check for proper working order before using.
8. **All cylinders and tanks shall be plugged when not in use.**
9. **All cylinders and tanks shall be checked for leaks before use and after each cylinder or tank is changed. Leak checks shall be done with a soap and water solution.**

### Electrical:

1. **Only UL listed equipment shall be used.**
2. Electrical extension cords shall be grounded, in good shape, and of proper size for application being used for.
3. Protect all electrical extension cords from vehicle and foot traffic. All cords shall be taped or covered to prevent tripping hazards.
4. Surge protectors are encouraged for all electrical use.

### Fire Extinguishers:

1. All vendors shall have a five (5) lb. ABC dry chemical extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.
2. **All vendors that cook with grease or have deep fat fryers shall have a Type K fire extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.**

### General precautions:

1. All cylinders and tanks stored or used shall be chained to prevent them from falling.
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and placed fifty (50) feet from any heat sources.

### Tents:

1. **All tents greater than seven hundred (700) square feet shall have a permit issued prior to being erected.**
2. There shall be a minimum of five (5) feet between each tent. (All tents to include those less than seven hundred (700) square feet)

**All vendors will be checked for compliance prior to event and activities**