

## Durham's Monarch Festival FOOD VENDOR APPLICATION

Saturday, October 14, 2017 10:00 a.m. - 4:00 p.m.  
Sandy Creek Park (3510 Sandy Creek Drive)



The Monarch Festival, co-sponsored by Keep Durham Beautiful, The City of Durham Parks and Recreation Department and Triangle Land Conservancy, seek Food Vendors to join the 2017 3<sup>rd</sup> Annual Monarch Festival.

Friends of Sandy Creek Park and Keep Durham Beautiful (KDB) work hard to keep the park clean and litter free. In efforts to ensure that the Monarch Festival is a green event, we will have recycling and composting stations staffed by volunteers and we would appreciate your cooperation to help reduce the impact of food consumption at this event.

We ask that you do not use Styrofoam on the park site. We also ask that when possible you choose to serve your food using items that can be composted or recycled instead of landfilled. The majority of items used can be recycled or composted. A few SMALL, incidental service items cannot. Here are some ways to avoid using items that must be landfilled:

INSTEAD OF THIS	USE THIS		
	Recycle	Compost	Reduce
Trash/Landfill			
Individual ketchup, mayo, and condiment packets		Paper/Compostable Portion Cup	Bulk/Pump dispenser straight onto food/tray
Plastic utensils		Certified compostable or wooden utensils	
Plastic wrap around sandwiches/meals	Aluminum foil	Deli Paper	
Styrofoam Clamshells or Clear Plastic Clamshells		Paper Food Boats or Plant Fiber Clamshell	
Solo or <b>Styrofoam</b> cups	Plastic Bottled Beverages or Aluminum Cans	Certified Compostable Cup or Paper Cup (Wax lined)	
Straws		Paper/Certified Compostable Straws	No Straw
Individually wrapped utensil sets			Place utensils handle up in cups/use utensil dispenser

\*\*For more information and suggestions for purchasing compostable alternatives, email:

[Keepdurhambeautiful@durhamnc.gov](mailto:Keepdurhambeautiful@durhamnc.gov)\*\*



**FEES AND PAYMENTS**

**Fees must be paid in full at the time of application submission. NO CASH** will be accepted, **ONLY checks, money orders, and cashier checks. Please make all checks payable to: KDB-Keep Durham Beautiful.** Master Card and Visa will be accepted with online payments **ONLY** at [www.KeepDurhamBeautiful.org](http://www.KeepDurhamBeautiful.org) **through the “donate” button.**

We prefer that you mail in your application or pay online.

	<b>City Resident</b>	<b>Non-City Resident</b>
Food Vendors:	\$80.00	\$100.00

**APPLICATION DEADLINE:** No applications will be accepted after September 30, 2017.

**REFUNDS**

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by organizers due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization’s address shown on the application.

**INSURANCE REQUIREMENTS**

The City of Durham will purchase special events insurance to cover the City’s liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. **The City of Durham requires all FOOD vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with a combined single limit not less than \$1,000,000 per occurrence.** A copy of this insurance **must be submitted within a week of turning in the application.**

The City of Durham and Keep Durham Beautiful do not assume responsibility for loss or damage of equipment used or items exhibited during the Festival. If insurance is desired, it must be purchased by the vendor.

**PERMITS**

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and permits (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with the application.

**SET UP/BREAKDOWN**

Food Trucks do not need to arrive until 11:00 AM and may leave at 2 PM or stay until the festival closes at 4 PM.

**RAIN PROCEDURE**

Vendors should be prepared in the case of rain to cover their rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension, cancellation, or relocation of part or the entire event. **Vendors should NOT leave the festival area BEFORE the Festival Coordinator announces suspension or cancellation of the event.** There is no rain date for the Durham Monarch Festival.



# Durham's Monarch Festival

## FOOD VENDOR APPLICATION

APPLICATION DEADLINE: September 30, 2017

**Return Application By Mail or in Person To:**

**Tania Dautlick, Keep Durham Beautiful, 2011 Fay Street, Durham, NC 27704**

If you have questions about this application or about vendor regulations, contact Tania Dautlick at Keep Durham Beautiful, [tania@keepdurhambeautiful.org](mailto:tania@keepdurhambeautiful.org) or 919-354-2729.

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,  
Monday thru Friday until all rental spaces are filled.**

**Payment in Full Must Accompany Application**

**Please make all checks, money orders, and cashier's checks payable to KDB-Keep Durham Beautiful**

To ensure variety and quality, the Monarch Festival Organizers reserve the right to limit vendors with significantly similar products. Please provide detailed information to enhance your consideration for selection. Applications received without this information will not be considered. Space is limited!

**The Monarch Festival will not provide any equipment to vendors (tents, tables, chairs, etc.).**

Name \_\_\_\_\_

Business Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website: \_\_\_\_\_

NC Sales Tax I.D. Number \_\_\_\_\_

Tax Employee Identification Number (EID) \_\_\_\_\_

**Category:** *(check one)*

- Food: *(circle one)* Mobile Food Unit                      Peddler Push Cart
- Education/Non-profit *(301 or 501 status)*
- Plant Vendor
- Vendor with Non-Plant Items for Sale

Size of Canopy/Tent: \_\_\_\_\_



VENDOR DESCRIPTIONS(S): This section MUST be complete!

Please describe the activities/information/products you plan to have at your booth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area/s of environmental focus (check what best applies):

- Pollinators     Pollinator Friendly Pest Management     Conservation     Environmental Education  
 Energy     Food     Fuel     Plants/Landscaping     Health & Wellness     Nature  
 Recycling/Reuse     Transportation     Water     Other (describe) \_\_\_\_\_

Please list the items you plan to sell at the event, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please give the first and last name of staff that will be operating your rental space. If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

My payment will be in the form of:

- Check     Money Order     Cashier’s Check  
 Credit Card (online ONLY [www.keepdurhambeautiful.org](http://www.keepdurhambeautiful.org))

**Please make all checks, money orders, and cashier’s checks payable to: KDB-Keep Durham Beautiful**

I hereby affirm that I have read and do understand all instructions and guidelines in the Monarch Festival rules application form and information packet. I understand Monarch Festival is a Zero-Waste festival and that I will take all of my booth’s waste that cannot be composted or recycled home to discard on my own property. I agree to comply with all Durham Earth Day Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Durham Earth Day Festival Event Coordinator.

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

**For Office Use Only**  
Date Rec’d: \_\_\_\_\_  
By Mail \_\_\_\_\_ In Person \_\_\_\_\_  
Online \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_