



BeachFest Matthews 2016 May 13-14, 2016

Food Vendor Contract

REQUIREMENTS/TERMS:

Temporary Food Vendor Permit

For applicable non-mobile vendors, Mecklenburg County Health Department Temporary Food Service Establishment Permit must be completed and filed along with BeachFest Food Vendor Contract. TFE Permit application can be downloaded by visiting www.meckhealth.org then click on a) Environmental Health, b)Forms & Applications, c)Temporary Food Service Establishment Application OR Pushcart/Mobile Food Unit Application. Questions regarding completion of the application should be directed to an Environmental Health Department Sanitarian at 704-336-5100 in Charlotte, NC.

Mobile food trucks/trailers (not submitting a TFE) must submit a copy of their most recent inspection from the Meck County Health Department, along with a statement implying that they will return to their commissary after each day's operation, prior to serving the next day. Friday night's load-out must take place when streets are cleared. Saturday morning move-in must be complete by 9am.

Insurance

Food vendors must have in force, a minimum of \$500,000 personal injury and general comprehensive liability coverage (minimum limits of \$500,000 combined single limit coverage for both bodily and property coverage). General comprehensive liability must include Products and Completed Operations coverage and Contractual Liability coverage. Certificate of Insurance must include: Carrier's name, address, phone number with agent's signature, company providing coverage, insured name, address, type of insurance and policy number, effective dates and limit amounts. Provide certificate of insurance to BeachFest Food Vendor Coordinator.

"The Town of Matthews" should be listed as an "Additional Insured" with the mailing address: 232 Matthews Station St. Matthews NC 28105.

Vending Unit Information

- Length measurements must include ALL space required including trailer tongues, storage, hitches, bumpers, generators, etc. Food vendors at BeachFest are positioned along the curb on Trade Street, such that service must occur from the right side of food trucks, or from the fronts of other structures. Maximum 12-feet of depth/width into street permitted. Please be accurate in making your measurements.
- No equipment, materials, supplies, storage, vehicles, trailers, etc. are allowed on sidewalks behind Vendor Unit.
- Save your generators and fuel! We can provide electrical hookup for you, if your connections are compatible with our lines and connections.

Company Name: _____

Contact: _____

Address: _____

Email Address: _____

Website: _____

Phone: _____

Fax: _____

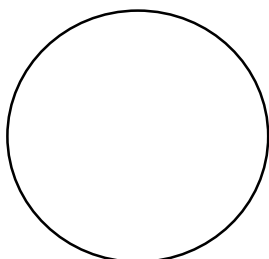
Type of Vending Unit: Trailer _____ Truck _____ Tent/Booth _____

Length of entire unit/Frontage needed along street _____

Electrical Service Needed

Voltage _____ Amperage _____ # of Receptacles _____ 3-phase/Direct Wire _____

Vendor will be responsible for any special adapters needed to connect to our power supply. We will do our best to have a connection for you. Please describe or sketch your connection, if possible:



Menu

<u>Item</u>	<u>Portion Size</u>	<u>Price</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*All items and prices must be posted on a menu at the vendor location for the entire Festival.

*Vendors must remain open and selling product for entire Festival.

Friday, May 13 6:00 pm to 10:00 pm

Saturday, May 14 10:00 am to 10:00 pm

Fee Schedule

BeachFest Matthews 2-Day fee for food/meal vendors: \$500

½ fee due with application: \$250 by March 18

Remainder due: \$250 by April 15

Key Dates

March 18 Receipt of completed contract, Health Dept forms/food truck permit, and Certificate of Insurance; \$250 fee deposit due

March 31 Event meets with Health Dept and receives approval/event release from Health Dept;
Any cancellations 3/31-4/15 receive maximum \$125 refund

April 15 Fee balance of \$250 due

April 15 *Any cancellations become non-refundable on this date*

April 18 Festival maps and general information sent to all vendors and participants

May 13-14 BeachFest Matthews 2016!

Include with this Contract

- A) Check for \$250 (made out to Town of Matthews)
- B) Certificate of Insurance
- C) Completed TFE if applicable
- D) Check for TFE if applicable (made out to Meck. County Health Dept.)
- E) Most recent health dept inspection (for mobile food trucks or trailers),
with commissary return statement
- F) Current Photo(s) of Unit/Booth/Cart

Submit by: March 18, 2016
Mail to: Matthews Community Center
Attn: Michelle Savago
100 McDowell Street
Matthews, NC 28105

Undersigned confirms reservation for vendor space at BeachFest Matthews 2016, and acknowledges and agrees to the terms of this contract. Undersigned shall in no way hold the Town of Matthews liable for accidents or claims which may occur in connection with this event, and hereby releases and waives any and all rights, claims, or causes of action it may have against the Town of Matthews, its officers, employees and volunteers, for personal injury, death or other damage that may result from attending this event. Further the undersigned agrees to save and hold harmless the Town from any and all claims or suits alleging personal injury, loss, and/or property damages on account of or connected with this event.

Name (Print): _____

Signature: _____

Position/Title: _____

Date: _____

Michelle Savago, Town of Matthews Parks & Recreation

Signature: _____

Date: _____