



VENDING DETAILS AND REGULATIONS

2019 Under the Oaks Arts Festival

June 18 & 19, 2019

Historic Corolla Park

10:00 AM- 5:00 PM

1. **Vendor Registration Requirements:** Your application is not complete without the following **(1)** - Independent Contractor Agreement, **(2)** - Health Dept. Application and **(3)** - a valid Certificate of Insurance on file.
2. **Due Date: Online Registration : February 18, 2019**
3. **Due Date: (2)-Independent Contractor Agreement,(3)- Health Dept. Application, (4)-Certificate of Insurance (SEE # 1): March 8, 2019**
4. **No Show Policy:** All vendors are required to give **30 days'** notice of cancellation to the event coordinator via email. Vendors failing to meet this requirement will need to show proof of emergency circumstances **i.e.** Death of immediate family member or medical emergency, Acts of Nature (e.g. hurricane, tropical storm, fire, flood), riot, or accident. Currituck Travel and Tourism reserve the discretion to deny future vendor participation in Under the Oaks Arts Festival and any other event sponsored by Currituck Travel & Tourism.
5. **Health Department Requirements:** Each food vendor must comply with applicable North Carolina Department of Environment, Health and Natural Resources rules governing the operation of a temporary food stand (Sec. 2635). In addition, each vendor/concession shall conform to all Federal, State, and County rules and ordinances applicable to operation of a temporary vendor and/or food concession. Provide Event Coordinator with a copy of your application. Event Coordinator will submit to the Health Department.

[Temp. Food Establishment Application Can Be Found Here](#)
[Temporary Food Establishment Checklist](#)

6. **Vendor Fees:** There are no vendor fees for the 2019 Under the Oaks Arts Festival.
7. **Insurance:** Each vendor is required to provide Currituck County a Certificate of Insurance, in the amount of \$1,000,000.00 naming County of Currituck as the "additional insured" (Make sure box is marked with the **x**). The "certificate holder" should read, County of Currituck, 153 Courthouse Road, Currituck, NC 27929. ***Your company will not be able to work on the property without this COI on file. Please submit your COI and Independent Contractor Agreement no later than March 8th, 2019.**
8. **Load In/Load Out:** Vendor/concessionaire may begin setting up as early as 8:00 am on day of event and **must be ready for Health Department inspection no later than 9:30 am**. Once you are inspected you are free to sell. Tear down must be completed no later than 6:30pm on day of event. All vendor supplies must be delivered and vehicles removed from the area at least 1 (one) hour before the event's beginning. Vendors are required to park in the designated vendor parking.



9. **Photography/Video Consent:** Please note that by participation in the event, the vendor/concessionaire grants permission of photo and video to be used for the marketing purposes of Currituck County Travel & Tourism.
10. **Other (Items 8-11)** each food vendor must provide U.L. approved (outdoor) electrical cords as needed.
11. Vendors must provide their own water, portable water hoses, carry containers, and self-contained waste water containers. (Portable water is not available at Historic Corolla Park.)
12. Electrical cords must be securely anchored to meet all safety regulations.
13. Sirens, bells, amplifiers, flashing lights or any equipment causing annoyance is forbidden, unless agreed to by the County Manager.