

**2017 Clayton Harvest Festival**  
**FOOD VENDOR BOOTH APPLICATION**  
**Date: September 13- September 17, 2017**  
**Application Deadline: June 2, 2017**

**FOOD VENDOR FEES**

<b>DAYS:</b>	<b>FEE:</b>
September 13 - 17 Wednesday – Sunday (Horne Square)	\$900.00
September 16 (Saturday Only in Vendor Area)	\$400.00
September 16 Food Truck Rodeo	\$250.00

*Please provide all information requested. Incomplete applications will not be processed.*

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

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

***Description of food/drink to be sold (please be specific and include your FULL menu)***

**INFORMATION NEEDED: (Please complete)**

**Days Attending:** Wednesday – Sunday \_\_\_\_\_ Thursday- Saturday \_\_\_\_\_ Saturday Only \_\_\_\_\_

**EQUIPMENT INFORMATION:**

**Trailer:** \_\_\_\_\_ **Tent:** \_\_\_\_\_ **Size of Trailer/Tent** \_\_\_\_\_

**ELECTRICAL NEEDS: (Please read carefully)**

Please indicate any/all type of electrical hookup needed (if any):  
 (Electrical will be limited and on a first come first serve basis). Upon load in if your electrical requirements exceed what is available you will be responsible for supplying your own power. **NO EXCEPTIONS!**

Signature of Vendor: \_\_\_\_\_



Clayton Chamber of Commerce  
 PO Box 246, Clayton, NC 27528  
 Phone: 919-553-6352, Fax: 919-553-1758  
 Contact: Hannah Pellas, hannah@claytonchamber.com

**TYPE OF PAYMENT:**

Check \_\_\_\_\_ Card \_\_\_\_\_ M.O. \_\_\_\_\_  
**\*\*\* NO CASH PAYMENTS ACCEPTED**

**Credit Card Payment Information**

VISA                      MASTERCARD                      DISCOVER

Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## **2017 Clayton Harvest Festival – Food Vendor Rules & Regulations**

**Food Vendor Rules & Regulations have changed. Please read carefully!**

**Application:** The deadline for all Food Vendor applications is June 2, 2017. Applications postmarked after June 2, 2017 will not be accepted. Fees are non-refundable. **Completed applications along with payment should be mailed to the Chamber office, no later than June 2, 2017.** Should you have any questions, please contact the Chamber at (919) 553-6352. Your participation is greatly appreciated. Funds raised by the Clayton Harvest Festival are reinvested into the community.

**NOTE:** The festival will be on the scheduled day regardless of the weather. As the Clayton Harvest Festival is a non-profit event, with revenues being used to cover event costs, **fees are non-refundable.**

**Menus: ALL Food Vendors are required to submit a menu with their applications. Upon processing menu, approval will be given within 2 weeks of receiving application. The Clayton Harvest Festival committee reserves the right to limit menu items provided by the Vendor. This policy is in place to restrict Food Vendor competition. Thank you for your cooperation. In addition, depending on the Title Sponsor of the Festival, vendors must agree to use beverages compliant with the Chamber's pouring right policy. Please contact Hannah at the Chamber for more information: [hannah@claytonchamber.com](mailto:hannah@claytonchamber.com).**

**Food Concession Spaces:** Concession spaces are 10'X10'. Should you require any additional services beyond your concession space, please contact the Chamber Offices at (919) 553-6352. Concession space is limited and will be assigned as applications are returned to the Chamber office.

**Food Vendor Participants:** Only those vendors who complete their Food Vendor applications and have fees paid **in full** will receive approval to participate in the 2017 Clayton Harvest Festival. Anyone submitting an incomplete application will have it returned to them. There are a limited number of Food Vendor Spaces and they will be assigned on a first come first serve basis. If we cannot take your application, we will contact you before processing any money. A few days before the festival, you will receive your location as well as what time you will need to arrive for load-in. Once you receive this information please call the Chamber office if you have any questions. You will be responsible for sending any necessary documents to the Johnston County Health Department.

**Festival Hours:** The 2017 Clayton Harvest Festival will operate beginning Wednesday, September 13th from 5:00 p.m. - 10:00 p.m., Thursday, September 14th 5:00 p.m. – 10:00 p.m., Friday, September 15th 5:00 p.m.– 10:00 p.m., Saturday, September 16th from 10:00 a.m. – 11:00 p.m. and Sunday, September 17th from 1:00 p.m. – 6:00 p.m. All food vendors will be required to be open during festival hours at their assigned locations. Food Vendors will NOT be allowed to close their booths prior to the end of festival hours at their assigned locations. This rule applies to EVERY FOOD VENDOR.

**Important: ICE IS NOT PROVIDED. WASTE WATER NEEDS TO BE SELF CONTAINED. (The Festival does not provide pump out station or hook-ups to sewer for waste water)**

**Arrival & Load-In:** Once your Food Vendor application is received and approved, based on what location you are assigned, you will receive a letter with complete instructions on arrival time and load-in. Once you review this letter, do not hesitate to contact the office with any questions.

**Leave No Trace Policy:** As a vendor, you are responsible for cleaning up after yourself and throwing away your own trash. Please prepare accordingly. If any “trace” is found (i.e. trash, paper, stickers, goodie bags, etc.) from a vendor booth after the festival, that vendor will be unable to participate in future festivals.

**Safety & Vendor Conduct:** Festival Safety is critical to all of us! It is important that we all work together to have a SAFE and fun Harvest Festival. It is the desire of the Clayton Harvest Festival committee and Clayton Chamber of Commerce for all festival vendors and participants to have an enjoyable day. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors, and festival organizers. Vendors failing to follow this rule will be asked to shut down booth operations and will be escorted out of the festival area.

**RELEASE:** The Clayton Chamber of Commerce and the Clayton Harvest Festival Committee are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The Clayton Chamber of Commerce and the Clayton Harvest Festival Committee cannot be held responsible for any claims of damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The Clayton Chamber of Commerce and the Clayton Harvest Festival Committee reserve the right to approve all products and materials including food and will limit the number of types of vendor offerings at the festival. **All decisions of the Committee will be final.**

**My Signature verifies that I have read and understand this agreement of participation. This agreement is considered binding once signed by the Vendor applicant. I understand that my fees are non-refundable.**  
(Make a copy of this signed document for your records)

Print Name: \_\_\_\_\_

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