

# Better Badin

*Making Our Home Better.*

[www.betterbadin.org](http://www.betterbadin.org)  
[www.bestofbadinfestival.com](http://www.bestofbadinfestival.com)

February 11, 2013

Dear Vendor:

Thank you for your interest in the 2013 Best of Badin Festival scheduled for Friday, September 20<sup>th</sup>, and Saturday, September 21<sup>th</sup>. Festival hours will be on Friday from 3:00PM to 10:30PM and Saturday from 9:00AM to 8:30PM. We are excited about our 19th annual Best of Badin Festival and look forward to a fun, safe and profitable weekend for all.

Enclosed with this letter you will find the following vendor package information:

**1) Vendor Rules 2) Insurance Form 3) Application**  
**4) Temporary Food Stand Checklist 5) Fire Code Requirements.**

Please read all of this information carefully for requirements and changes.

The deadline for booth applications is **September 1, 2013.** Applications postmarked after September 1st must include a \$50.00 late fee. Booth space is limited and applications will be reviewed as they are received provided all appropriate fees and materials are included.

**We will not hold booth space for incomplete or late applications.**

We try to limit both the number and types of vendors so that there will be the possibility for a greater profit for everyone, therefore the prompt return of your application and paperwork is appreciated. Deposit of check will act as acceptance to participate in the festival.

**Checklist of items to be returned to the Best of Badin Festival:** (please make a copy for your records)

- \_\_\_\_\_ Signed copy of the Vendor Rules
- \_\_\_\_\_ Insurance Form with Liability Insurance Certificate  
(Food vendors must have a Liability Insurance Certificate)
- \_\_\_\_\_ Completed Vendor Application Form
- \_\_\_\_\_ Signed Temporary Food Stand Evaluation Checklist for Food Vendors
- \_\_\_\_\_ Signed Fire Code checklist for all Vendors
- \_\_\_\_\_ Mark electrical requirements (if needed)
- \_\_\_\_\_ Photo of display (if possible)

**Make all fees payable to Better Badin, Inc. (Pay by check or money order only)**

**Best of Badin Festival Vendor Application**  
**September 20<sup>th</sup> and 21<sup>th</sup>, 2013**  
**(Application Deadline: September 1, 2013)**

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

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

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

Email Address \_\_\_\_\_ Website Address \_\_\_\_\_

**Commercial Vendor**

List major items for sale

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

**No knives, mock guns, pop rocks, play cigarettes, etc.**

**Food Vendor**

List major menu items

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

Tax-Exempt ID# \_\_\_\_\_

**Crafts Vendor (Must be Handmade by Vendor)**

**Church/Civic/Non-profit**

**(A photo of HOMEMADE products must be included)**

List sample of items or information for sale

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

**All Other Vendors**

Description of items or service you will be offering

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

**FEES**

Space size is **10' X 15'** including tongue of trailer--if more space is needed, another space will need to be purchased

<b>Commercial</b>	(# of spaces) _____	X \$150 = \$ _____
<b>Food</b>	(# of spaces) _____	X \$250 = \$ _____
<b>Civic/Church/Crafts (homemade)*</b>	(# of spaces) _____	X \$ 50 = \$ _____
*A picture showing handmade products is required with application.		
<b>All other Vendors</b>	(# of spaces) _____	X \$ 75 = \$ _____

Number of **120Volt/20amp circuits** needed \_\_\_\_\_ X \$35 = \$ \_\_\_\_\_

Number of **240Volt/50amp circuits** needed \_\_\_\_\_ X \$60 = \$ \_\_\_\_\_

**Late Fee** (Add \$50 if postmarked after September 1st) \$ \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

**The following items must be included with your application:**

- \_\_\_\_\_ Insurance Certificate or fee (Food Vendors must have their own insurance)
- \_\_\_\_\_ Signed copy of Vendor Rules \_\_\_\_\_ # of 120volt/20amp circuits needed
- \_\_\_\_\_ Signed copy of Fire Code Requirements \_\_\_\_\_ # of 240volt/50amp circuits needed
- \_\_\_\_\_ Signed copy of Temporary Food Stand Checklist \_\_\_\_\_ Photo of items for sale
- \_\_\_\_\_ Payment enclosed

**A photo showing HOMEMADE Products is required with application**

## 2013 Best of Badin Festival Vendor Rules

**VENDOR CHECK-IN:** Please report to the parking lot directly across from Badin Business Park/ALCOA on Highway 740 beside Falls Road. You will be met by a Vendor Committee representative at your arrival to assign your designated space.

**FESTIVAL HOURS:** The 2013 festival will operate from 3:00PM to 10:30PM on Friday and from 9:00AM to 8:30PM on Saturday. Booths are required to stay open during all festival hours. You will be allowed to shut down your booth during festival hours if absolutely necessary; HOWEVER, no vendors will be allowed to breakdown and physically leave the festival area prior to closing on either day. This applies to Church and Civic groups as well. **Due to safety concerns, streets will remain closed to vehicle access from 1:00PM to 11:00PM on Friday and from 8:30AM to 9:00PM on Saturday.** Exhibitors are responsible for setting up and dismantling their own booths in the designated area.

### **SETUP TIMES:**

Thursday, September 19<sup>th</sup>: 5:00PM to 8:00PM

Friday, September 20<sup>h</sup>: 7:00AM to 1:00PM (Food vendors must be set up by Noon)

Saturday, September 21<sup>th</sup>: 6:30AM to 8:00AM

**SAFETY:** Festival safety is critical to all of us!!!! It is important that we all work together to have a safe and fun Best of Badin Festival. The Stanly Fire Marshal will inspect all vendor booths for compliance with the North Carolina Fire Prevention Code. Please review the Fire Code Requirements included in your vendor information package. **No vendor will be allowed to sell knives, mock guns, pop rocks, silly string play cigarettes, inappropriate adult materials, alcohol, etc.** The Best of Badin Festival reserves the right to ask a vendor to discontinue the sale of inappropriate items on the days of the festival. Food Vendors will be inspected on Friday between 12:00PM and 1:00PM by a representative of the Stanly County Health Department and must comply with all requirements to receive a Food Handling Permit. Best of Badin Festival is not responsible or liable for the failure of any vendor to comply with those requirements and fees will not be refunded for failure to pass these inspections.

**UNLOADING:** Unload your vehicle at your space and immediately move your vehicle to the designated parking lot for vendors. Then return to your booth for set up. Do not leave your vehicle parked in the street while you set up, this blocks vendors behind you who are trying to unload. Bring as few vehicles as possible into the festival area. Your cooperation is appreciated in advance.

**PARTICIPANTS:** Only those who complete a Vendor Application, pay their fees, provide a Certificate of Insurance and receive approval by the Best of Badin Festival Committee will be allowed to display and sell. **Food Vendors must receive the Health Department Permit (704-982-9171) and pay any fees due the department. ALL Vendors will be inspected by the Fire Marshal and are required to have a fire extinguisher. See the Fire Code Requirements for specific information.**

**BOOTH SPACE:** Booth spaces are 10' X 15' including towing tongue — **if more space is needed, another space will need to be purchased.** No tables, chairs, electrical cords, etc. will be provided. Booths will not obstruct or interfere with other booths. Spaces are assigned by the Best of Badin Committee. There is no guarantee of receiving a particular or requested booth location. If power is requested, bring heavy duty electrical cord longer than 50 feet.

**POWER:** 120 volt electricity is available for an additional fee and must be requested on your Vendor Application. A limited amount of 240 volt 50 amp electricity services are available for food vendors. **This must be noted on your Vendor Application. If you do not list any power requirements on application, we cannot guarantee availability after you arrive.**

**VENDOR CONDUCT:** It is the desire of the Best of Badin Festival Committee 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 the festival goers and fellow vendors. Aggressive and inappropriate conduct and/or contact with festival goers or fellow vendors will be addressed by representatives of the Best of Badin Committee and the Badin Police Department if necessary. Vendors failing to modify their conduct or behavior will be asked to shut down their booth and return at the close of the festival to pack their belongings.

**APPLICATION DEADLINE:** Deadline for all applications is September 1, 2013. Those applications postmarked after September 1st must add a \$50 late fee. Fees are non-refundable.

The Best of Badin Festival Committee and the Town of Badin are not liable for damages, injury or loss to any person or goods from any cause whatsoever. Best of Badin Festival Committee or the Town of Badin cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The Festival Committee reserves the right to approve all foods and will limit the number and types of food and vendor offerings at the festival. All decisions of the Festival Committee will be final.

Be sure to review the checklist at the bottom of the Vendor letter before mailing.

**Only those who have completed the requirements will be allowed to participate in the Best of Badin Festival.**

My signature verifies that I have read and understand the agreement of participation:

**(Make a copy of this signed document for your records)**

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**Print Name**

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**Signature**

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**Date**

**Best of Badin Festival**

**Participant Insurability Form  
For Food and Commercial Vendors only**

The Best of Badin Festival requires that **all Food and Commercial Vendors have insurance coverage.**

**Food Vendors:** You must attach your own insurance coverage to participate in the festival. Please complete this form and attach a copy of your current Certificate of Liability Insurance from your insurance company. Return this with the remainder of your vendor application information.

**Commercial Vendors:** If you have your own liability insurance coverage, please complete this form and attach a copy of your current Certificate of Liability Insurance. Complete this form and return with the remainder of your vendor application information.

\_\_\_\_\_ Check here if you are a Food or Commercial Vendor with your own coverage. Attach a copy of your Certificate of Liability Insurance

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**Name of Vendor**

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**Name of Insurance Company/Representative**

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<b>Insurance Company Address</b>	<b>Insurance Company Phone Number</b>	<b>Policy Number</b>
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**Print Name**

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**Signature**

**Date**

**Note: This information must accompany your application in order for you to be considered for participation in the Best of Badin Festival.**

**Application deadline is September 1, 2013**

**Best of Badin Festival  
Fire Code Requirements**

**You must fulfill these requirements by order of the Stanly County Fire Marshal in accordance with the North Carolina Fire Prevention Code**

1. An obstructed fire access road shall have a width of no less than 20 feet.
2. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles.
3. All vendors shall have a B: C fire extinguisher.
4. **All Food Vendors using cooking equipment involving grease, vegetable oil or animal oils and fats must have both a B: C and a Class K portable fire extinguisher.**
5. All tents, canopies and tarps shall be composed of flame resistant material or be treated with a flame retardant in an approved manner and be labeled or certified as such.
6. All compressed gas containers, cylinders and tanks shall be secured to prevent falling.

**Call the Stanly County Fire Marshall at 704-986-3650 for further information.**

I have read the above and am prepared to comply with all requirements. I understand that my booth will be inspected by the Stanly County Fire Marshal and that if I am not allowed to participate in the Best of Badin Festival, there will be NO refund of my Vendor fees.

**Please make a copy of this signed document for your records**

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**Print Name**

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**Signature**

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**Date**

**Best of Badin Festival  
Temporary Food Stand Evaluation Checklist**

**You must fulfill these requirements to obtain your food-handling permit.**

**1. Not-for-profit groups Tax-Exempt ID# \_\_\_\_\_**

(Church, civic, scouts, school groups, etc. must have a Tax-Exempt ID number to serve food at the Festival, and such groups are exempt from the requirements stated below)

**2. Commercial food vendors must fulfill all requirements of the Checklist:**

- \_\_\_\_\_ Food from approved sources and identified (No home-canned food)
- \_\_\_\_\_ Food covered and protected (Barrier to protect food from public)
- \_\_\_\_\_ Refrigeration: 45 degrees F or less with accurate thermometer
- \_\_\_\_\_ Utensils and equipment protected (clean and covered)
- \_\_\_\_\_ Single-service item (cups, forks, etc.) properly stored
- \_\_\_\_\_ Single-cup dispensers or original packaging (plastic sleeve)
- \_\_\_\_\_ Clean location and equipment
- \_\_\_\_\_ Metal stem-type food thermometer (0-220 degrees F)
- \_\_\_\_\_ Properly mixed sanitizer (50 to 100ppm chlorine) in a labeled spray bottle for use on all clean food-contact surfaces
- \_\_\_\_\_ Approved food-grade hose for potable water connections (NSF labeled)
- \_\_\_\_\_ Effective measures taken for fly, dust control (fans, screens)
- \_\_\_\_\_ Tight fitting lids on all garbage cans
- \_\_\_\_\_ Cover ground with tar paper

**This list may not be all inclusive, prospective vendors must call the Stanly County Health Department at 704-982-9171 for a complete list of requirements and for inspection for the Festival.**

Be prepared to discuss with the Health Department Representative 1) Will other food preparation locations on or off festival grounds be used? 2) Is there adequate refrigeration? 3) How and where will food be thawed? 4) How will food be cooked? 5) What is your method for holding food, either hot or cold or both?

**Food Vendor inspections will take place on Friday, September 20<sup>th</sup>, between the hours of noon and 1:00PM. Food-Handling Permits will be granted following the successful inspection by the Stanly County Health Department**

I have read the above checklist and am prepared to comply with all requirements. I understand that if I am not allowed to serve food at the Best of Badin Festival, there will be NO refund of my Vendor Fees.

Please make a copy of this signed document for your records

\_\_\_\_\_ I have called the Stanly County Health Department at 704-982-9171 for all requirements for obtaining a food-handling permit for the Best of Badin Festival.

\_\_\_\_\_  
Print Name and Signature

\_\_\_\_\_  
Date