



Havelock Chili Festival, P.O. Box 113, Havelock, NC 28532, 252-422-4853
havelockchilicommittee@outlook.com • www.chilifestival.org

40th Annual North Carolina State Chili Cook-off Vendor Application Saturday, September 24, 2022

The Havelock Chili Festival was created as a means for nonprofit organizations to raise funds and awareness for their causes. We invite nonprofit organization vendors (food, snacks, and information), as well as for-profit merchandise vendors (handcrafted, commercial, etc.) to participate.

NONPROFITS: TO GUARANTEE YOUR FIRST CHOICE OF FOOD ITEMS TO SELL, BE SURE TO APPLY EARLY.

PARTICIPANTS: Only applicants who complete all necessary paperwork indicated on the application and receive approval by the Havelock Chili Festival Committee will be allowed to display and sell.

BOOTH SPACE:

Booth Space – Food Vendors **VENDORS ARE NOT PERMITTED TO SELL LEMONADE**

- 10x20 Commercial \$400
- 10x20 Nonprofit Organization \$200

Booth Space – Commercial Merchandise Vendors

- 10x10 Commercial \$100
- 10x20 Commercial \$200
- 20x20 Commercial \$400
- 20x30 Commercial \$600
- 30x30 Commercial \$1125
- 40x40 Commercial \$1600
- 60x60 Commercial \$2700
- 80x80 Commercial \$3200

Booth Space – Non-Profit Vendors

- 10x10 Nonprofit Free
(information only - cannot sell items)
- 10x10 Nonprofit \$75
(selling items)

Political Candidates

10x10 Commercial \$200

DETAILS

- Tents, tables, chairs, electrical cords, etc. will NOT be provided.
- Booth spaces are assigned by the Havelock Chili Festival Vendor Committee. There is no guarantee of receiving a particular or requested booth location. Once the assignment of the vendor booths is made, no changes will be made. All informational booths must stay within 2 feet of your marked vendor booth area. Vendors may not walk around the field handing out informational material.
- We will welcome the first applicant from any MLM sales company (Tupperware, Lularoe, etc.). You will be contacted regarding your status as part of the Festival. We will compile a waiting list in case circumstances change.

INSURANCE:

- Food Vendors, ride operators, ax-throwing, face painters, etc. must provide a certificate of insurance that lists the Havelock Chili Festival and the City of Havelock as an additional insured.

INSPECTIONS:

- Food Vendors at the Havelock Chili Festival will be inspected by the City of Havelock Fire Department and are required to have a 5-lb. dry fire extinguisher. Fire extinguisher must have been inspected in 2022. Please contact City of Havelock Fire Marshall, John Lewis, with any questions or concerns at (252) 444-6442 or jlewis@havelocknc.us
- Food Vendors are required to submit a separate application and fee with the Craven County Health Department a minimum of 15 days prior to the festival per North Carolina law. The deadline for application to Craven County Health Department is September 1. Application can be accessed online at http://www.cravencountync.gov/departments/hth/env/fli/forms/2012/2012_TFE_Vendor_Application.pdf
- The Havelock Chili Festival Committee reserves the right to ask a Vendor to discontinue the sale of an inappropriate item during the festival. Food Vendors will be inspected prior to the festival's opening hours by a representative of the Craven County Health Department and must comply with all requirements to receive a Food Handling Permit.

FESTIVAL HOURS:

- The 2022 Havelock Chili Festival will operate on Saturday, September 24th from 10 am to 8:00 pm. Chili Cook-off Awards will take place at 6 pm.
- Booths are required to stay open on Saturday from 10 am – 8 pm. If necessary, you will be allowed to shut down your booth during festival hours HOWEVER no Vendors will be allowed to breakdown and physically leave the festival prior to the 8:00 pm closing time. **Vehicles must remain off the field until festival attendees have exited.** This provision is for the safety of the other Vendors, festival attendees, and participants, as well as the Chili Festival Committee.

SET-UP TIMES:

- Set-up can begin on Friday between 4pm and 8pm or Saturday at 6 am and must be completed and all vehicles off the field by 9 am. Only ONE vehicle will be allowed per vendor on the field to set up. If vendor does not comply with these guidelines, **the Vendor will be asked to leave, and no refund of fees will be given.** This provision is for the safety of the other Vendors, festival attendees, and participants as well as the Chili Festival Committee.

VENDOR CHECK-IN:

- Vendors will check-in at the tent located next to Walter B. Jones Park to receive booth location assignments.

POWER:

- No generators are allowed at the 2022 Havelock Chili Festival.
- 120v Electricity is available for an additional fee and must be indicated on your Vendor Application. Vendors must provide own UL-approved 10-gauge, 20 amp extension cord, 200-ft. minimum. Electrical cords and appliances must be in excellent condition. The Havelock Chili Festival Committee reserves the right to immediately shut down any Vendor whose equipment and/or electrical cords appear to be substandard or unsafe.
- A limited amount of power outlets are available for Vendors and are provided on a first-come, first-served basis.

WATER:

- No direct water source is provided. However, a water spout is available on site.
- Any gray water must be disposed of in the gray water barrels provided. If a Vendor is observed disposing of gray water in the restrooms or the ground, they will be asked to shut down booth operations and may return at the end of the festival to pack their belongings.
- Disposal of used cooking oil in gray water barrels is strictly prohibited.

SAFETY:

- Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun Havelock Chili Festival.
- The City of Havelock Fire Inspector will inspect all Vendor booths for compliance with the NC Fire Prevention Code.

VENDOR/CONDUCT:

- Vendor agrees to clean booth area of festival grounds at conclusion of Chili Festival using the provided dumpsters. This includes but is not limited to: zip ties, by-products of food preparations, etc. If a Vendor's assigned booth area is not left in the same state of cleanliness as before the Havelock Chili Festival, the Vendor's application will not be accepted for future Havelock Chili Festivals and the Chili Festival Committee will invoice Vendor \$200 for cleaning services.
- Food Vendors must make arrangements to transport any used cooking oil away from festival grounds. If Vendor is observed disposing of cooking oil on the festival grounds or in gray water barrels, the Vendor will be asked to shut down booth operations and may return at the end of the festival to pack up their belongings.
- All Vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow Vendors and festival organizers.
- Aggressive and/or inappropriate conduct and/or contact with festivalgoers or festival volunteers will be addressed by representatives of the Havelock Chili Festival Committee and the City of Havelock Police Department, if necessary. Vendors failing to modify their conduct or behavior accordingly will be asked to shut down booth operations and may return at the end of the festival to pack their belongings.
- No alcohol is allowed in city parks per city ordinance.

Paid Vendor application will be reviewed upon receipt. Vendor will receive confirmation of approval by the Havelock Chili Festival Committee. Vendor is not considered approved until confirmation is sent.



40th Annual North Carolina State Chili Cook-off
Saturday, September 24, 2022

Company / Organization / Sponsor Name _____

Vendor Contact Name _____

Mailing Address (city, state, ZIP) _____

Phone Number _____ Email _____

FOOD VENDOR (Food Vendors may sell coffee, soda, water, Gatorade - **NO LEMONADE!**)

- Commercial 10x20 \$400 _____
- Nonprofit 10x20 \$200 _____

MERCHANDISE VENDOR (indicate number of spaces on line provided)

- 10x10 Commercial \$100 _____
- 10x20 Commercial \$200 _____
- 20x20 Commercial \$400 _____
- 20x30 Commercial \$600 _____
- 30x30 Commercial \$1125 _____
- 40x40 Commercial \$1600 _____
- 60x60 Commercial \$2700 _____
- 80x80 Commercial \$3200 _____

NONPROFIT ORGANIZATION

- 10x10 Nonprofit Free _____
(cannot sell merchandise)
- 10x10 Nonprofit \$75 _____
(selling merchandise)

POLITICAL CANDIDATES

- 10x10 Space \$200

POWER

Number of 120 volt / 20 amp circuits needed (no generators allowed) _____ X \$75 = _____

Late Fee for Applications submitted **AFTER September 1st** **\$35**

Total Amount Submitted _____

Thank you for choosing to participate in the 2022 Havelock Chili Festival.
We look forward to seeing you on September 24th!

Please make checks payable to **HAVELOCK CHILI FESTIVAL** and
remit with **COMPLETED APPLICATION** to: Havelock Chili Festival, PO Box 113, Havelock, NC 28532.
Or fill out, scan and email to us at HavelockChiliCommittee@outlook.com
and pay online at www.chilifestival.org on the Vendor Application page. A 4% Convenience Fee will apply.

PLEASE INITIAL THE FOLLOWING STATEMENTS TO ACKNOWLEDGE:

- No generators are allowed at the Havelock Chili Festival. 120v Electricity is available and must be requested on the application.
- Once Vendor booth locations are assigned, no changes will be made. If you have any special requests, please submit with application. The Havelock Chili Festival does not guarantee special requests can be honored.
- Vendor agrees to clean area of festival grounds at conclusion of the Havelock Chili Festival, this includes but is not limited to: zip ties, by-products of food preparations, etc. or be assessed a \$200 Cleaning Fee.
- Food Vendors at the Havelock Chili Festival will be inspected by the City of Havelock Fire Department and are required to have a 5-lb. dry fire extinguisher. Fire extinguisher must have been inspected in 2022.
- Food Vendors must make arrangements to transport any used cooking oil away from festival grounds.
- Any gray water must be disposed of in the gray water barrels provided. Please make sure the gray water is free of food particles so as not to clog the barrel for use by other Vendors.
- No direct water source is provided. However, MULTIPLE WATER TAPS ARE AVAILABLE ON SITE.
- Set-up can begin on Friday 4 to 8 pm or on Saturday at 6 am and must be completed and all vehicles off the field by 9 am. Only ONE vehicle will be allowed on the field per Vendor
- All booths must be staffed on Saturday from 10 am to 8 pm. Vehicles must remain off the field until festival attendees have exited.
- Tents, tables and chairs are not provided for any Vendors.
- The Havelock Chili Festival Committee is not liable for damages, injury or loss to any person or goods from any cause whatsoever. The Havelock Chili Festival Committee cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or grounds at the festival. The Havelock Chili Festival reserves the right of approval of all foods and will limit the number and type of foods and Vendor offerings at the festival. All decisions of the Havelock Chili Festival Committee will be final. The Havelock Chili Festival is not responsible or liable for the failure of any Vendor to comply with these requirements and fees will not be refunded for failure to pass these inspections.
- Noncompliance will not be tolerated.** Any Vendor who is observed not following the rules of the Havelock Chili Festival will be asked to shut down booth operations. No refunds will be given. Vendors will not be invited back to future events.
- Service animals are welcome but personal pets and other animals are not permitted.
- No alcohol is allowed in city parks per city ordinance.

Please list all items you plan to sell. Applications stating "Same as last year" will be considered incomplete and not accepted.

The following must be included with your application:

- Copy of Insurance, if required, listing the Havelock Chili Festival and the City of Havelock as an additional insured.

VENDOR AGREEMENT TO THE RULES OF THE HAVELOCK CHILI FESTIVAL:

My signature verifies that I have read and understand this agreement of participation. I understand that my fees are non-refundable. (Please keep a copy of this signed document for your records.)

Name of organization (Please Print) _____

Your Name (Please Print) _____

Signature

Date