

VENDOR RULES AND GUIDELINES

Festival Hours and Dates

The Family Freedom Celebration is held annually in Red Oak. This Year it will be June 30th, 2024, from 5pm to 9pm with a fireworks show at the end of the festivities.

The Celebration will be held rain or shine (unless notified) – no rain date and absolutely no refunds after your application is accepted! * All items should be submitted no later than May 30th, 2024 at 5pm. The Town **ONLY** accepts Money Orders or checks. **NO CASH!**

Fees and What You Are Paying For

Single Space: \$200.00

Double Space: \$300.00

- A single space should not exceed 25 feet. If you think you will need more space, please go ahead, and purchase a double space.
- No refunds for excess space. Vendors are required to stay within the confines of their designated and purchased space.
- All fees are non-refundable and non-transferable. (* Refunds only if the Celebration is cancelled by the Town of Red Oak)
- Spaces are distributed and location is at the discretion of the coordinator.

Site Logistics

- All vendors will be located on the soccer fields at Ennis Park in Red Oak.
- Single spaces should not exceed 25 feet and Double spaces should not exceed 50 feet.
- Vendors are responsible for set up and clean up which includes placing garbage in trashcans and removal of all debris from vendor location.
- Large materials that cannot be placed in a trashcan must be hauled off and disposed of accordingly.
- Grease, oil, etc., are **NOT** to be disposed of on site. Fines will be imposed if caught doing so.
- Electricity and water hookups are not provided. Water is available at the park but there is no guarantee of availability.

- Vendors agree to arrive at their designated time (that will be announced closer to the date) on Sunday, June 30th, 2024.

Insurance, Licensing, Permits and Menu Guidelines

- All vendors must provide proof of liability insurance when submitting their application for this event.
- All vendors must provide a menu when submitting their application for this event.
- All vendors agree to exhibit and sell only items approved by the coordinator.
- All vendors must have their food and safety score visibly posted on the day of the event.
- Vendors are responsible for complying with the state and local health department and licensing regulations governing the production and sale of their products. If applicable, vendors are responsible for reporting and collecting all sales tax. Vendors must have all required permits and/or licenses prior to the start of the Celebration. Vendors who fail to comply with applicable state, federal and local regulations may be subject to removal from the celebration and forfeiture of fees.

The Town of Red Oak is not responsible for any loss or injury to the vendor or their workers, goods, or customers for the negligent acts of the vendor while premises are occupied under this contract. Vendors cannot leave the designated vendor area until after the fireworks show is over. This is a mandatory rule for everyone's safety.

For additional information regarding the Town of Red Oak Family Freedom Celebration please call (252) 443-1239 or email townofredoak@gmail.com

TOWN OF RED OAK

Family Freedom Celebration

JUNE 30TH 2024 5:00PM - 9:00PM

FOOD VENDOR APPLICATION

NAME: _____

VENDOR NAME: _____

PHONE: _____ EMAIL: _____

WEBSITE/SOCIAL MEDIA (FOR PROMOTION; IF APPLICABLE):

VENDING TYPE: ☐ FOOD TRUCK

☐ TENT

**MUST BE SUBMITTED WITH
APPLICATION:
PROOF OF LIABILITY INSURANCE
FULL MENU AND PRICING**

TOTAL LINEAR FOOTAGE OF
TRAILER/SPACE: _____

SERVING SIDE: ☐ RIGHT

☐ LEFT

☐ REAR

☐ OTHER (PLEASE SPECIFY) _____

VENDOR AGREEMENT

I _____ (name printed), have read, understood, and agreed to the rules and guidelines presented and forthcoming of this application.

Date: _____ Signature: _____

OFFICE USE

☐ PIF W/ MATERIALS

Date: _____

Initial: _____

☐ S

☐ PIF W/MISSING
ITEMS

☐ MENU

☐ COI

Corrected:

Date: _____

Initial: _____

☐ D