



## 2023 DOWN EAST MUSIC FESTIVAL VENDOR APPLICATION

EVENT DATE: **July 29, 2023**

**APPLICATION PROCESS:** [This is an application, it does not guarantee acceptance.](#) We are looking for unique, specialty items. A limited number of food vendors will be awarded space. We will not process your application if it is not completed correctly. You will be notified of your status once we have received the completed application. Once accepted, you will receive an acceptance letter with a contract and fees due. We will accept food vendor applications until all spaces have been filled.

This packet will provide you with set up information and additional insurance/permit requirements as well. Please note load in will occur BEFORE the festival gates open. Vendor must be set up by 10:50 AM; gates open at 12:00 noon. Vendors are expected to serve food throughout the event and may not begin load out before 9:30PM. No vehicles other than the Food Truck can remain inside the festival. Vendors will be allowed to have support staff make “drops” throughout the day via the back gate. The specific process will be outlined prior to the event. **Applications are due by JUNE 1st, 2023.** LIMITED SPACE. ONLY ACCEPTING 12 FOOD VENDORS; 30 BOOTH VENDORS.

**BOOTH/TRUCK DESCRIPTION:** We are anticipating applications will be submitted by food truck vendors and/or booth/tent vendors. Please note that all vendors will have set up space. **Applications will not be processed without pictures of your truck or a booth/tent/structure set up.**

**PAYMENTS:** Down East Music Festival will receive a flat fee of \$400 from selected Food Vendors. If accepted/contracted, all vendors will be required to submit payment in full for a 12' x 20' location. Payments must arrive with the executed contract. **Do not send payment with the application.**

**WHAT THE EVENT WILL PROVIDE:** Included in your fees for the Festival, unless otherwise stated, is a 12' x 20' approved space for your set up. Vendors are responsible for providing all cooking equipment, fire extinguishers, etc.

**PRICING/MENU CHOICE/SIGNAGE:** Please provide us with your average pricing. We would appreciate if you could provide us your specific menu, but also understand that some applicants will not know their specific menu until closer in time to the festival. We do not want to have numerous vendors selling the same menu items, but we do not offer exclusivity. **Signage** – You will also be allowed to hang signage on the outside of the truck/booth.

**BEVERAGE POLICY:** Food vendors may sell non-alcoholic beverages such as soda and water. No alcoholic beverages can be sold out of your booth/truck at any time.

**ICE:** DEMF does not provide ice on site. Please plan accordingly and bring adequate ice.

**FOOD SERVICE PROVIDERS:** Down East Music Festival will promote providers and food trucks at this event on their marketing materials. This is due 30 days prior to the festival, on or before **June 15, 2023.**

**PAPER PRODUCTS/DISPOSABLES:** Down East Music Festival is “waste free” event.

**INSURANCE AND TAX REQUIREMENTS:** All vendors participating in this event must have \$1,000,000 of liability insurance per event. Upon acceptance to the festival, you will be forwarded additional information regarding insurance requirements for this event, but your policy will need to name Itsdoable and Wilson County Fairgrounds, LLC as “also insured”.

**Tax Requirements:** All vendors must obtain a Festival Service Permit from the Nash County Health Department by **June 1<sup>st</sup>**. This information will be forwarded with the contract, if accepted. Vendors are solely responsible for paying all taxes

**HEALTH PERMITS:** All vendors must obtain a Food Handlers Permit by June 1, 2023

**ITEMS NEEDED CHECKLIST:** As required by Nash County, please see below for a list of things we need from you for the festival. These items are due to us by June 1, 2023. You can email to us, or scan and fax to 919 790 9755. See below from the City.

- Food Vendors must comply with NC Code of Ordinance Sec 15-11
- Copy of Current Business License
- Current Mobile Vending permit

Information is subject to change and all contracted vendors will receive updates/changes as necessary.

Please make a copy of these documents for your records. Application is not complete without:

- Signed application
- A photo(s) of your booth set up

For questions, please contact Jackie via email to [info@downeastmusicfestival.com](mailto:info@downeastmusicfestival.com).



# 2023 DOWN EAST MUSIC FESTIVAL FOOD VENDOR APPLICATION

EVENT DATE: **July 29, 2023**

Please fill out this application (with booth photo) and return by **June 1, 2023**:

## GENERAL INFORMATION

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ # of staff on site \_\_\_\_\_

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

## MENU ITEMS AND PRICING

(If specific menu items are not yet known, provide general information and average pricing)

_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$

## Other Information

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Mail or email to:  
**Down East Music Festival**  
c/o Food Vendor Coordinator  
1016 Broad St.  
Durham, NC 27705  
[latasharichmd@yahoo.com](mailto:latasharichmd@yahoo.com)