



2018 DURHAM EARTH DAY FESTIVAL

VENDOR APPLICATION

Sunday, April 22, 2018
 12 p.m. – 5 p.m.
 Durham Central Park (502 Foster Street)
RAIN OR SHINE

The City of Durham Parks and Recreation Department, in partnership with the Durham Parks Foundation, seeks Non-food & Food Vendors, Artists, Green Businesses, and Education/Non-profit groups to join the 2018 Durham Earth Day Festival with expected attendance of over 5,000 people.

APPLICATION DEADLINE: No applications will be accepted after **Friday, April 6, 2018**

VENDOR SELECTION

Vendors for the Durham Earth Day Festival will be selected on a first come, first serve basis, with consideration for a variety of offerings. Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

FEES AND PAYMENTS

Fees must be paid in full at the time of application submission. NO CASH will be accepted, ONLY checks, money orders, and cashier checks. Please make all checks payable to the Durham Parks Foundation.

	City Resident	Non-City Resident
Food: <i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>	\$175.00	\$205.00
Education/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

VENDOR DEFINITIONS

Food: All items being consumed by participants (whether it is beverages, food, desserts, frozen treats, ice cream, etc.) are considered to be a food vendor.

Education/Non-Profit Information: Education/Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services and/or organization.

Artist/Natural Crafts: All items must be hand-crafted, original design made by the exhibitor, authentic antiques (NO REPRODUCTIONS), original visual art, photography, graphics & fabric art, hand-crafted originals in wood, leather or metal, handmade pottery, sculptures and ceramics, hand woven baskets (NO KITS), and hand-made jewelry

Non-food vendors: All items being sold that are mass produced, reproduced, etc. Commercial Businesses are considered

RENTAL SPACE REGULATIONS

1. All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within this dimension. **Durham Parks & Recreation will NOT provide any equipment to vendors. (Tents, tables, chairs, etc.)**
2. Spaces will be assigned by festival staff the day of the event. Festival Staff will be on-site during set-up to insure vendor is set-up as assigned and is in compliance with all requirements and regulations.

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. **The City of Durham requires all FOOD vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with a combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance must be submitted within a week of turning in the application.**

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Earth Day Festival. If insurance is desired, it must be purchased by the vendor.

PERMITS

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and permits (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with the application.

SET UP/BREAKDOWN/DISPLAYTIME & PARKING

ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.

1. Setup/unloading-All vendors are to arrive, unload and set-up between 9 a.m. and 10:30 a.m. in their designated space. **Set-up must be complete by 11 a.m.** Vehicle access to vendor spaces is not permitted after 10:30 a.m., however, you may hand-carry items to your booth space from your vendor parking space, after this time if necessary.
2. Breakdown/load out- Breakdown of booth display may begin at the vending space at 5 p.m. Please pack up all items and breakdown any tents, tables, and chairs before proceeding to get your vehicle. **Vehicle access to booth space will not be allowed before 5:30 p.m.!**
3. Vendors and exhibitors are asked to stay for the entire time of the festival. No vehicle access will be allowed on the festival site between 11 a.m. and 5:30 p.m.
4. Parking will be provided to all vendors near, but not adjacent, to the festival area. The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to equipment during the festival.
5. All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.

RAIN PROCEDURE

Vendors should be prepared in the case of rain to cover their rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension, cancellation, or relocation of part or the entire event. **Vendors should NOT leave the festival area BEFORE the Festival Coordinator announces suspension or cancellation of the event.** The Durham Earth Day Festival has NO RAIN DATE!

VENDOR GUIDELINES FOR RECYCLING AT THE DURHAM EARTH DAY FESTIVAL

Durham Parks and Recreation (DPR) and Keep Durham Beautiful (KDB) work hard to keep our parks clean and litter free by providing hands-on public education. In addition to trash and recycling bins, we will be adding composting stations throughout the festival grounds encouraging consumers to properly dispose of their waste after eating. Composting is the process of recycling organic materials into a rich soil amendment which can then be used to grow new plants. We are requiring you to serve your food using items that can be composted or recycled instead of landfilled. The items in the red column **will not be permitted at the Earth Day Festival.** Prior to the start of the festival, we will have a staff member check your station to ensure you are in compliance of the festivals zero waste goals.

DO NOT USE <u>Trash/Landfill</u>	USE THIS		
	<u>Recycle</u>	<u>Compost</u>	<u>Reduce</u>
Individual ketchup, mayo, and condiment packets		Paper/Compostable Portion Cup	Bulk/Pump Dispenser straight onto food/tray
Plastic Utensils		Certified Compostable or wooden utensils	
Plastic Wrap around sandwiches/meals	Aluminum Foil	Deli/Wax Paper	
Solo or Styrofoam cups	Plastic Bottled Beverages or Aluminum Cans	Certified Compostable Cup or Paper Cup (Wax lined)	
Straws		Paper/Certified Compostable Straws	No Straws
Individually wrapped utensil sets			Place utensils handle up in cups/use utensil dispenser
Styrofoam or Plastic Clamshell type containers		Compostable Clamshells	

We ask that vendors review and agree to the recycling requirements outlined above. If you have any questions about where to purchase compostable alternatives, please let us know.



2018 DURHAM EARTH DAY FESTIVAL VENDOR APPLICATION

www.DPRPlayMore.org

APPLICATION DEADLINE: **Friday, April 6, 2018**

Return Application By Mail To:

Durham Parks & Recreation
c/o Earth Day Festival- Vendor
101 City Hall Plaza
Durham, NC 27701

or

Return Application In-Person:

Durham Parks & Recreation
400 Cleveland Street
Durham, NC 27701

If you have any questions about this application or about vendor regulations, contact Kristin Perez, Special Events Coordinator, at 919-560-4355 or by email: Kristin.Perez@durhamnc.gov

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,
Monday thru Friday until all rental spaces are filled.**

Payment in Full Must Accompany Application

Please make all checks, money orders, and cashier's checks payable to Durham Parks Foundation

To ensure variety and quality, the Durham Earth Day Festival reserves the right to limit vendors whose products are significantly similar. Please provide detailed information to enhance your consideration for selection.

Applications received without this information will not be considered. Space is limited!

Durham Parks & Recreation will not provide any equipment to vendors (tents, tables, chairs, etc.).

Name _____

Business Name/Organization _____

Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

Website: _____

NC Sales Tax I.D. Number _____

Tax Employee Identification Number (EID) _____

Category: (check one)

- Food: (circle one) Mobile Food Unit Peddler Push Cart
- Education/Non-profit (301 or 501 status)
- Artist/Natural Craft (please check which Artist/Natural Craft category on the following page)
- Non-food vendor/business

Size of Canopy/Tent: _____

VENDOR DESCRIPTIONS(S): This section **MUST** be complete!

Food: Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

Beverages: Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

Non-Food/Information/Artist: Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

Please describe the activities/information you plan to have at your booth: _____

Area/s of environmental focus (check what best applies):

- Art Building Conservation Environmental Education
- Energy Food Fuel Landscaping Health & Wellness Nature
- Recycling/Reuse Transportation Water Other (describe) _____

Please list the items you plan to sell at the event, if any: _____

Please give the first and last name of staff that will be operating your rental space. If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

My payment will be in the form of:

- Check
- Money Order
- Cashier's Check

Please make all checks, money orders, and cashier's checks payable to Durham Parks Foundation

I hereby affirm that I have read and do understand all instructions and guidelines in the Durham Earth Day Festival rules application form and information packet. I understand that Durham Earth Day Festival is a Zero-Waste festival and that I will take all of my booth's waste that cannot be composted or recycled home to discard on my own property. I agree to comply with all Durham Earth Day Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Durham Earth Day Festival Event Coordinator.

We appreciate and thank you for your support of the environmentally friendly guidelines of the Durham Earth Day Festival!

Signature: _____

Date: _____

DPR/Earth Day Application: **Revised 12/2017**

For Office Use Only	
Date Rec'd:	_____
By Mail	_____ In Person _____
Approved	_____ Denied _____