

# City of Greenville Independence Day Celebration 2023 VENDOR APPLICATION

## Event Description:

The Annual Greenville Independence Day Celebration, beginning at 3:00 p.m., Tuesday, July 4.

This family-friendly event provides a variety of delicious foods and beverages, merchant and hand-crafted vendors, inflatables for children and music by talented area artists. At dark, we enjoy a premier fireworks display; one of the largest in Eastern North Carolina. The event is held in the Greenville Town Common and along First Street rain or shine.

The exposure and publicity gained from participating in this large-scale, family-friendly 4<sup>th</sup> of July Celebration is an incredible opportunity that you will not want to miss! We encourage you to apply and join us!

For those who have attended in the past, **THANK YOU** for your continued support of the Greenville Independence Day Celebration!

Applications need to be turned in by May 31 and payment must be received by June 2.

**One form** per vendor. Only completed applications accompanied by a check for all applicable fees will be accepted. Refunds will only be provided in the event your application is not accepted.

**Vendors must cease sales at 9:00 p.m.**

Vendor court monitors and the Greenville Police will end lines at exactly 9:00 p.m.

The Fireworks display will start at approximately 9:15 p.m.

**No sales can occur after 9:00 p.m. or following the fireworks display.**

**This event will occur rain or shine.**

## **VENDOR FEES (INDICATE TYPE): Cash, credit card or cashier's check payable to Greenville Recreation & Parks (GRPD)**

- ☐ \$300.00 Food and Beverage or Merchant Vendor
- ☐ \$100 Premium Location and 220 Power Fee
- ☐ \$100.00 Hand-made crafts

**PLEASE RETURN THIS FORM WITH YOUR APPLICATION.**  
**THIS IS REQUIRED FOR THE PROCESSING OF YOUR APPLICATION.**

The City of Greenville Recreation and Parks reserves the right to deny any application and may limit the sale of particular item.

Refunds will only be provided in the event your application is not accepted.  
This event will take place rain or shine on Tuesday, July 4, 2023.

**GENERAL RELEASE & LIABILITY WAIVER:**

The City of Greenville assumes no responsibility for lost, damaged or stolen items. The undersigned hereby discharges the City of Greenville of any and all claims and suits from damages or loss to the undersigned's property during the event. The City of Greenville will not be held responsible for any criminal/tortious conduct, as well as, any negligent act or omission that may injure or harm someone caused by any of the vendors or their employees/contractors. The undersigned agrees to abide by the rules established by the City of Greenville for the Celebration. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images, slides and information herein submitted to the City of Greenville for publicity (both electronic and print usage) and documentation. I have read and understand all information in this application and I agree to comply with all Celebration rules and regulations.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**In Addition - Please Initial the Vendor Agreement below:**

- \_\_\_\_\_ All rules and regulations have been reviewed. By submitting an application and fee, the vendor indicates the intention to comply with all regulations set forth by the City of Greenville and its associates.
- \_\_\_\_\_ Vendor agrees to comply with all rules and ordinances of the City of Greenville, Pitt County Environmental Health, City of Greenville Fire and Rescue, and City of Greenville Recreation & Parks.
- \_\_\_\_\_ All food will be subject to inspection. You are credentialed by Pitt County Environmental Health.
- \_\_\_\_\_ Vendor vehicles other than the vendor cart used for actual sales are not permitted on the Town Common grounds or the festival street. All supplies, passengers, and extra vehicles must be removed by 2:00 p.m. on July 4.

## VENDOR CONTACT INFORMATION:

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Will this be on-site phone #? Yes / No

Secondary Phone Number \_\_\_\_\_ Will this be on-site phone #? Yes / No

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

## BOOTH INFORMATION:

Description of Vendor:

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Detailed Menu/Item(s) to be Sold (*must be accurate*):

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*\*Attach additional pages as needed*

Price Range of Items Sold: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Booth Set-Up: ☐ Trailer ☐ Tent ☐ Pushcart ☐ Food Truck ☐ Table ☐ Other

Approximate size of space needed: \_\_\_\_\_

Premium Location and Power Applicant? (yes/no)

Describe non-premium power needs \_\_\_\_\_

**If you have any questions or need further clarification, direct inquiries to  
Megan Howard at (252) 329-4972 or [mhoward@greenvillenc.gov](mailto:mhoward@greenvillenc.gov)**

# RULES & REGULATIONS

## Application & Fees

- All fees must be paid in advance. Make checks payable to Greenville Recreation and Parks (GRPD)
- Checks will be deposited upon receipt.
- Checks returned for insufficient funds are subject to a handling fee.

## Selection & Notification

- Notification will be sent to selected vendors via email. Decisions are final.
- Vendors of similar type will be accepted.
- The City of Greenville (including, but not limited to the Recreation and Parks Department, the Police Department, and the Fire and Rescue Department) and Pitt County Environmental Health have the ability to remove any vendor for violations of procedure.
- Vendor sites are assigned after fees are paid in full. The number of available spaces may be limited.
- On the day of the event, Recreation & Parks staff have final decision on vendor sites. This is not negotiable.
- Vendor site locations may differ from past Independence Day Celebration events.

## Event & Logistics

- Display Surface: First Street along the Greenville Town Common.
- Display Size: 10'x10' or 20'x20' booth spaces (overall size)
- Vendors may sell food and merchandise after inspection until 9:00 p.m.
- Vendors are responsible for obtaining adequate insurance for this event and their protection.
- Spaces are up to 20' x 20' max
- Vendors will be asked to keep all noise (including radios, background music, played instruments, etc.) at an absolute minimum in consideration of others.

## Equipment

- Booth fees do not include tents, tables or chairs. Vendors must provide all equipment they require.
- If you have used a generator in past years we encourage you to do so to guarantee you have the power provided that your equipment requires. Quiet generators are preferred.
- Limited power is available to vendors. Vendors should plan on using generators.
- Power needs should be included on application and will be reviewed and accommodated if possible.
- Please plan to have appropriate weights for your display in the events of excessive wind.

## Sales Tax

- Event sponsors receive no commission on sales.
- Each vendor is responsible for the collection of NC sales tax during the event. To apply for a Sales Tax and Use Tax Account Number visit [www.dor.state.nc.us](http://www.dor.state.nc.us) and chose NC-BR. For additional information about NC sales tax, please contact the NC Department of Revenue at 1-877-252-3052. General Sale

## Requirements

- Raffles, drawings and free activities, and contests must be pre-approved by The City of Greenville
- Only approved food vendors are permitted to sell food and/or approved beverage items at their booths.
- All merchandise must be visibly priced.
- Distribution of literature or samples must be related to the exhibit.
- Vendors must remain in place until the end of the event.

## Cancellation/Inclement Weather Policy

- The City of Greenville authorities (including, but not limited to the Recreation and Parks Department, Police Department, and Fire and Rescue Department) have the authority to cancel the event in the case of dangerous weather.
- Vendors should be prepared to set up and exhibit in the case of light rain. In the event of dangerous inclement weather, the City of Greenville will consider the hazards and needs of event participants before making any decision associated with canceling or suspending the event.
- The City of Greenville is not be responsible for loss of sales due to weather.
- No refunds will be given.

## FOOD VENDORS – ADDITIONAL REQUIREMENTS:

- Vendors are required to submit a complete list of every food item and the price that will be charged for each.
- ALL FOOD VENDORS MUST BE APPROVED BY THE PITT COUNTY ENVIRONMENTAL HEALTH DEPARTMENT PRIOR TO JULY 4.

**Food vendors must complete the Health Department's vendor application in addition to this application. Please note there is a separate fee associated with this application.**

- Your organization name, menu, and price list must be prominently displayed on your booth (minimum 18"x24"). Vendors will not be allowed to deviate from the menus submitted.
- Prepackaged foods require a commercial application including, but is not limited to, bottled sauces, canned jams, jellies, condiments, candies, and/or prepared baked goods or other prepackaged foods. Vendors must submit documentation that such foods were prepared in a permitted licensed kitchen.
- Pitt County Environmental Health will inspect all food and beverage vendors the day of the event at Greenville Town Commons. They have the authority to shut down any vendor that does not comply with food service regulations.
- If you are using electricity, you will be required to meet National Code Standards and should plan to be inspected by city inspectors. If you are cited for a code violation, you will be given one hour to comply or you will be shut down until such time that you do comply.
- Fire codes prohibit cooking or flames underneath tents. All vendors are required to have 5 lb. fire extinguisher at each booth.
- We have a limited number of spaces that have electricity.

Vendors must be in place by 2:00 p.m. Vendors needing inspection may be required to arrive earlier.

All non-essential vehicles must be moved off-site from the Town Common and the festival street by 2:00 p.m. Activities will run from approximately 3:00p.m. until dark. **Vendors must cease sales at 9:00 p.m.** Greenville Police will end lines at exactly 9 p.m. The fireworks display will start at approximately 9:25 p.m. **No sales can occur after 9:00 p.m. or following the fireworks display.** This is a City of Greenville rule and it is strictly enforced.

## **Important Dates & Schedule**

➤ Vendor Application Received by	May 31, 2023
➤ Vendor Payment Received by	June 2, 2023
➤ Notification email to accepted vendors	June 6, 2023
➤ Event Information Packet (including booth space assignments)	June 21, 2023
➤ Load-in and Set-up	July 4, 2023
➤ Vehicles moved off-site	July 4, 2023 BY 2:00 p.m.
➤ Breakdown following the fireworks display	July 4, 2023 AT 9:45 p.m.