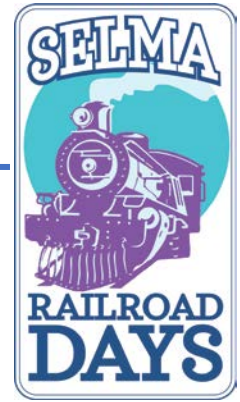


49th Annual Selma Railroad Days

Food Truck Vendor Form, Rules & Release



The Town of Selma and the Selma Railroad Days Committee are looking forward to a successful 49th Annual Railroad Days Festival. We are excited you are interested in participating as a Food Truck Vendor.

Food truck vendors will only be accepted for BOTH Saturday, October 5th and Sunday, October 6th.

Saturday, October 5th –

Truck arrival by 7:30AM, Open for service from 9AM-7PM.

Sunday, October 6th –

Trucks must arrive by 10:30AM, Open for service from 12PM-6PM.

By completing this application, you are confirming that you will participate both days for the required times listed above.

Fee is for both Saturday & Sunday: \$225

This includes electric hookup. Trucks must provide needed adapters.

BUSINESS NAME: _____

PRIMARY CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

NC Dept of Revenue Registration Number (Required for vendors selling items): _____

Employer Identification Number (EIN): _____ TRUCK SIZE _____

EMAIL: _____ PHONE: _____

Current Electric Plug: (Circle) 20AMP 30AMP 50AMP (Prepare to bring 50AMP adapter)

*All festival communications will be directed to the primary contact at the email address provided.

MENU ITEMS (s) – *Must include all items you plan to serve, send separately if more space is needed.*

Website/Facebook Link: _____

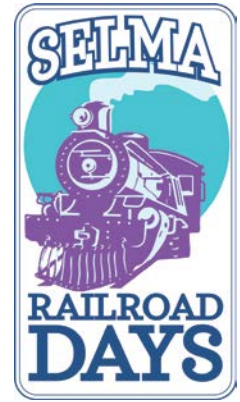
In order to be considered as a participant, you must provide a copy of your menu, photos of previous event setup and photos of food.

The Selma Railroad Days Festival Committee reserves the right to accept or deny any registration forms. Persons applying will receive notification of acceptance no more than 60 days after submission and no later than July 30th.

Please do not pay fees now. Deadline to apply is August 15th.
Payments must be made within 30 days of notice of application acceptance.

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Vendors are required to initial each page of the food truck vendor rules and sign the agreement and release forms in order to be considered to participate in any part of the festival.

I understand that Selma Railroad Days Festival is a **RAIN OR SHINE** event! Registration forms must be received in the office no later than **August 15, 2024!** I understand that fees must be submitted within 30 days after approval is received, or no later than August 30th and there will be **no refund issued for my registration fee once it has been submitted.**

ALL Food Trucks must remain open for the serving times set forth for each day of the festival.

* Due to safety reasons, vehicles will not be allowed back into the streets until after the festival closes each day. All food trucks will be **required** to be open during festival hours at their assigned locations. Food Trucks will **not** be allowed to close their booths before the end of festival hours at their assigned locations. This rule applies to **every** food truck. If your truck is not open the entire specified time, you may not be asked to participate in the event again.

Temporary Food Service Establishment Permit:

You will be **responsible** for sending any necessary documents to the Johnston County Health Department. A copy of your active permit must be submitted to the Railroad Days Committee no later than September 1, 2024. You must also have a copy with you at the event. Selma fire code requires a 5 lb. ABC fire extinguisher at each cooking location.

Set-up:

Once your registration is received, approved and full payment has been made, you will receive an email with complete instructions regarding arrival time and set up within **two weeks** of the festival. Please follow all instructions as you arrive. Bring as few vehicles as possible into the festival area. Unload your vehicle at your space and park your vehicle in the designated vendor areas, then return to your food truck for setup. **Do not leave extra vehicles parked on the side of the street while you set up.** Detachable vehicles must be detached and moved after arriving. This will prevent you from blocking other vendors from trying to unload and allow for an organized area.

Personal Hygiene:

Food truck vendors will instruct all their food handlers to wash their hands with soap and water at the wash station provided following each use of the port-a-johns. You will receive clear directions as to where this is located prior to the festival. You must also follow all health department guidelines.

Power:

Please be sure that all electrical cords are heavy-duty and can be used outdoors. If you do not have the proper equipment needed to plug into our outlets, you will not be able to use our electricity. We will not be providing an alternate outlet for you. Do not run your extension cords through the water. You will also need to have a cord cover (i.e. rubber mat, appropriate tape, etc.) to put over your cord to avoid anyone tripping.

Water Supply:

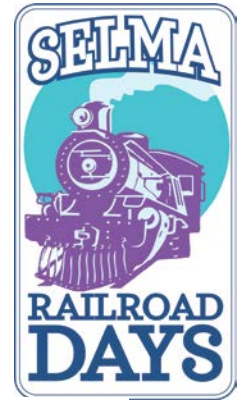
Food trucks will need to provide their own potable water supply. General water access will be available in a specific location. Ice will **not** be provided to food vendors and wastewater needs to be self-contained. We do **not** provide pump-out stations or hook-ups to sewers for wastewater.

Re-Stocking:

There has been an estimated 10,000 people attend the annual Selma Railroad Days Weekend Festival. You may need to restock supplies during the event. Be prepared to transport your supplies by walking or wheeling them to your truck from the end of the street during the festival. **Vehicles will not be allowed on festival streets from 4:00 p.m. to 9:00 p.m. on Friday, 8:00 a.m. – 8:00 p.m. on Saturday, and 11:00 a.m. to 6:00 p.m. on Sunday.**

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Breakdown:

Breakdown time will ONLY be allowed between 7:00 pm to 8:30 p.m. Saturday, and 6:00 pm-7:00 pm Sunday. Food trucks setting up for consecutive days will be instructed if they are able to remain in the same location overnight. Food Trucks vendors are responsible for cleaning up after themselves and throwing away their trash in bins, located throughout the festival. **Bring containers to store your used cooking oil and grease. Used oil/grease is not to be poured into the streets, parking lots, yards, behind businesses, or in plastic bags with trash. Please prepare accordingly.** If any “trace” is found (i.e. trash, paper, etc.) from a Food Truck after the festival, that vendor will be unable to participate in future festivals.

Street Closures:

Due to safety concerns specific streets will remain closed to vehicle access from 12:00 p.m. to 9:00 p.m. on Friday, 8:30 a.m. – 8:00 p.m. on Saturday, and from 10:00 a.m. to 6:00 p.m. on Sunday. Food Trucks are responsible for unloading and disassembling their trucks in the designated area during their assigned time. Other streets may be blocked (and will be listed in your arrival instructions before the festival). **SET UP MUST BE COMPLETED, AND ALL VEHICLES MOVED OUT OF THE FESTIVAL AREA BY 8:30 AM SATURDAY, AND 11:00 AM SUNDAY.**

North Carolina Department of Revenue Certificate of Registration:

Vendors conducting sales must prominently display their valid certificate of registration from the North Carolina Department of Revenue. More information can be found at <http://www.dornrc.com>.

Sales Tax:

Vendors are responsible for collecting and reporting sales tax. You can get your North Carolina Sales Tax ID Number if you don't already have one. This can be obtained by visiting the NC Department of Revenue online at www.dornrc.com. You can also call the NC Department of Revenue for information at 1-877-252-3052.

Code of Conduct:

Selma Railroad Days is an inclusive environment and festival safety is critical to all of us! We all must work together to have a memorable and safe Selma Railroad Days festival. All vendors are required to follow all rules and regulations set forth by the Town of Selma. Vendors must conduct themselves professionally and courteously when interacting with festivalgoers, fellow vendors, and festival organizers. All printed or visible materials must have clean and appropriate language. Vendors failing to follow this rule will be asked to shut down booth operations and will be escorted out of the festival area. Registration fees will not be refunded and you will not be allowed back to future festivals. If there are discrepancies in the provided information, like menu items, etc. you may be asked to adjust based on your initial application details.

Please print, sign and date indicating that you have read and agree to the policies and rules.

Printed Name: _____

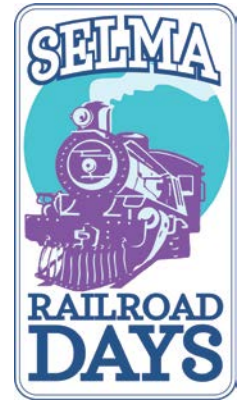
Signature: _____

Date: _____

For additional information, please email events@selma-nc.com.

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RELEASE

By signing below, you understand and agree to comply with the following:

• I understand it is the Selma Railroad Days Committee’s right to deny any applicant, even if they have participated in the past. The Selma Railroad Days Committee reserves the right to request adjustments to menu items in order to prevent unfair competition.

• I agree to show or sell only the items listed above. **FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE FESTIVAL WITH NO REFUNDS OR FEES PAID.** The Selma Railroad Days Committee reserves the right to cease the selling of any items deemed unsafe for consumption and/or participation from any vendor that appears unsafe and/or unsanitary for good reason.

• PLEASE NOTE THIS IS A RAIN OR SHINE EVENT!

• I understand that reasonable security will be provided, but I will not hold Selma Railroad Days Festival, Town of Selma North Carolina, County of Johnston, or their representatives liable for loss, damage, or injury. I further agree to indemnify, hold harmless, and defend The Town of Selma, North Carolina, and its successors in interest from and against any claims, demands, actions, debts, liabilities, and attorney’s fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about Selma Railroad Days festival ground where the Food Truck is located, or while going to or departing from the same, and to indemnify and save harmless Selma Railroad Days festival, its successors in interest from any liability that Selma Railroad Days festival may suffer as the result of acts of negligence, fraud or misconduct of any vendors agent or employees on or about the Selma Railroad Days festival grounds.

• I release the Town of Selma and Selma Railroad Days Committee from any liability for loss or damage to property and merchandise used by the vendor in the operation of the concession due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

• I further grant the Selma Railroad Days Committee and the Town of Selma North Carolina, permission to use any photographs, motion pictures, recordings, or any other record of my participation in the festival for any legitimate reasons.

• Each applicant is responsible for obtaining a Temporary Food Establishment Permit provided through the Johnston County Environmental Health Department. Permits must be on-site and available for inspection.

• Each applicant must be prepared to provide active health department permit and certificate of insurance naming the Town of Selma as additional insured.

SIGNATURE: _____

PRINTED NAME _____

DATE: _____

Completed applications can be mailed, delivered, or emailed.

Town of Selma
Selma Railroad Days
114 N. Raiford St, Selma, NC 27576
Events@Selma-NC.com

APPLICATIONS MUST BE RECEIVED BY: **August 15, 2024.** NO payments will be accepted until approved vendors have been notified.

Selma Railroad Days festival logo should only be used by the Town of Selma North Carolina.