

# 2026 Soul Food Festival Food Truck/ Vendor Form

## Soul Food Festival Truck/ Vendor Form

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The Town of Selma is looking forward to a successful Soul Food Festival. We are excited you are interested in participating as a Food Truck/ Vendor.

Saturday, February 21st –

Truck/ Vendor can begin arriving at 11:30 AM, Open for service from 1PM-3PM.

Fees:

Food Trucks \$50

Vendors \$35

By completing this application, you are confirming that you will participate

**First Name (Required):** \_\_\_\_\_

**Last Name (Required):** \_\_\_\_\_

**Birthdate (Required):** \_\_\_\_\_

**Email (Used for all festival communications) (Required):** \_\_\_\_\_

**Address (Required):**

Street: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Phone (Required):** (       )       - \_\_\_\_\_

**Food Truck/Business Name (Required):** \_\_\_\_\_

**List ALL menu/ selling items (Required):**

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**Facebook/Website Link:** \_\_\_\_\_

## RELEASE

By completing this application, you understand and agree to comply with the following:

- I understand it is the Town of Selma's right to deny any applicant, even if they have participated in the past.
- I agree to show or sell only the items listed above. FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE FESTIVAL. The Town of Selma 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 Soul Food Festival, Town of Selma North Carolina, County of Johnston, or their representatives liable for loss, damage, or injury. I further agree to indemnify, save 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 Soul Food Festival ground where the Food Truck is located, or while going to or departing from the same, and to indemnify and save harmless Selma Soul Food Festival, its successors in interest from any liability that Selma Soul Food Festival may suffer as the result of acts of negligence, fraud or misconduct of any vendors agent or employees on or about the Selma Soul Food Festival grounds.
- I release the Town of Selma 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 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.  
I understand that Selma Soul Food Festival is a RAIN OR SHINE event! Registration forms must be received in the office no later than February 1, 2026!

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

\* 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.

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## 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 no later than February 1, 2026. 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 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. 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 following each use of the restroom. You will receive clear directions as to where this is located prior to the festival. You must also follow all health department guidelines.

## 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.

## 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](http://www.dornrc.com). You can also call the NC Department of Revenue for information at 1-877-252-3052.

## Code of Conduct:

Soul Food Festival is an inclusive environment and festival safety is critical to all of us! We all must work together to have a memorable and safe Soul Food 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. If there are discrepancies in the provided information, like menu items, etc. you may be asked to adjust based on your initial application details.

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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 Town of Selma reserves the right to accept or deny any registration forms.

**I have read and understand the terms, conditions and release information listed above. By signing, I agree to a**  
**(Required):**