
FOOD VENDOR INFORMATION

16th Matthews Alive! Festival, 2008

General Information

Festival Hours:	Friday, August 29, 2008	6:30pm-10:30pm
	Saturday, August 30, 2008	9:00am-10:00pm
	Sunday, August 31, 2008	12:00pm-9:00pm
	Monday, September 1, 2008	9:00am-5:00pm

*****RAIN OR SHINE*****

The Matthews Alive! Festival is an annual free-admission family oriented community festival which attracts more than 130,000 attendees over the four day Labor Day Weekend.

REQUIREMENTS:

Temporary Food Vendor Permit

Mecklenburg County Health Department Temporary Food Service Establishment Permit must be completed and filed along with Matthews Alive! Food Vendor Contract. Permit application will be sent with MA! Contract or can be downloaded by visiting www.meckhealth.org then click on a) Environmental Health, b) Forms & Applications, c) Temporary Food Service Establishment Application OR Pushcart/Mobile Food Unit Application. Questions regarding completion of the application should be directed to an Environmental Health Department Sanitarian at 704-336-5100 in Charlotte, NC.

Insurance

Food vendors must have in force, a minimum of \$500,000 personal injury and general comprehensive liability coverage (minimum limits of \$500,000 combined single limit coverage for both bodily and property coverage). General comprehensive liability must include Products and Completed Operations coverage and Contractual Liability coverage. Certificate of Insurance must include: Carrier's name, address, phone number with agent's signature, company providing coverage, insured name, address, type of insurance and policy number, effective dates and limit amounts. Provide certificate of insurance to MA!

"Matthews Alive! Festival" should be listed as Description of Operations and "Matthews Alive!, Inc." as the certificate holder.

Vending Unit Information

Unit measurements must include ALL space required including awnings, trailer tongues, storage, hitches, etc. "Length" is that of the side from which selling occurs. "Depth" is the measurement from the street curb to the front of the unit. Dimensions of unit are subject to verification with appropriate fee adjustment after set up. Please be accurate in making your measurements.

Depth of each space may vary depending on location and permanent structures (curbs, power poles, utilities). Minimum depth is considered to be ten (10) feet. Vending unit and any additional items must stay behind designated limits. No equipment, materials, supplies, storage, vehicles, trailers, etc. are allowed on sidewalks behind Vendor Unit.

FEES ARE BASED ON STREET FRONTAGE REQUIRED

NON-REFUNDABLE APPLICATION FEE		\$25.00
10 Feet Frontage	Min. 100 SF	\$950.00
15 Feet Frontage	Min. 150 SF	\$1350.00
20 Feet Frontage	Min. 200 SF	\$1700.00
25 Feet Frontage	Min. 250 SF	\$2000.00
30 Feet Frontage	Min. 300 SF	\$2250.00

Electrical Service

Limited electrical service is available. Vendor must provide requirements including voltage, amperage, number of receptacles, special or unique requirements. NO extension cords smaller than 12 gauge, 3 conductor (grounded) will be allowed. Generators are generally not allowed unless MA! cannot provide required electrical service.

Key Dates

- Friday, April 4, 2008 - *Receipt of Completed Application and \$25.00 Application Fee
- Friday, April 25, 2008 - Notification of Acceptance Letter, Food Vendor Contract and Environmental Health Department Form(s) OR Non-Acceptance letter mailed. If all vendor spots are filled we will accept back up applications and you will be notified if you are wait listed.
- Friday, May 30, 2008 - Receipt of signed Food Vendor Contract, Health Department Form(s) Certificate of Insurance, Full Fee (100%)

*Application does not guarantee selection.

Contact

Robin Sander
Food Vendor Coordinator
MAfoodvendors@yahoo.com

7515 Pewter Lane
Charlotte, NC 28270
(704) 849-9626

Vending Unit

Type of Vending Unit: Trailer_____ Truck_____ Tent/Booth_____

Length_____ Depth_____ Frontage Requested_____

Electrical Requirements

Voltage_____ Amperage_____ Number of Receptacles_____ 3/phase/Direct Wire_____

Include With Application:

- A) \$25 application fee
- B) Certificate of Insurance
- C) Unit Type & Size Request
- D) Electrical Requirements
- E) Current Photo(s) of Unit/Booth/Cart

Make check payable to Matthews Alive!, Inc.
 Submit application, etc. by April 4, 2008
 Mail to Robin Sander
 7515 Pewter Lane
 Charlotte, NC 28270

I acknowledge and certify that I have read and agree to abide by rules established by Matthews Alive!, Inc. I also hereby agree to release and hold harmless Matthews Alive, Inc., it's employees and volunteers as well as the owners of any private property that the festival utilizes from any damages, losses due to theft of the undersigned vendor's property or for any personal injury, which the vendor or anyone working for the vendor may sustain while participating in the Matthews Alive! Festival.

Signature_____

Position_____

Date_____

Matthews Alive! Use Only

Date Received_____

Amount Received _____

Check No. _____