
FOOD VENDOR INFORMATION

20th Matthews Alive! Festival, 2012

General Information

Festival Hours:	Friday, August 31, 2012	6:00pm-10:00pm
	Saturday, September 1, 2012	9:00am-9:00pm
	Sunday, September 2, 2012	12:00pm-9:00pm
	Monday, September 3, 2012	9:00am-5:00pm

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

The Matthews Alive! Festival is an annual free-admission family oriented community festival that 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	\$1,250.00
15 Feet Frontage	Min. 150 SF	\$1,750.00
20 Feet Frontage	Min. 200 SF	\$2,250.00
25 Feet Frontage	Min. 250 SF	\$2,600.00
30 Feet Frontage	Min. 300 SF	\$3,000.00

Electrical Service

120Volt, 20 amp, 2 circuits w/2 receptacles/circuit
(total of 4 receptacles) 1st @ \$30
* 2nd @ \$20

120 Volt, 30 amp, 1 circuit w/"RV" type receptacle or similar
1st @ \$60
* 2nd @ \$30

240Volt, 50 amp, 1 circuit w/appropriate receptacle (3 or 4 wire)
** @ \$120

* Subject to availability, all vendors requiring service will receive first service prior to a vendor being provided a second service.

** Vendor **MUST** provide a photograph or accurate sketch of plug/receptacle requiring connection.

Key Dates

Friday, April 6, 2012 ***Receipt of Completed Application and \$25.00 Application Fee

Friday, April 20, 2012 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 4, 2012 50% of total fee due

Friday, July 6, 2012 Receipt of signed Food Vendor Contract, Health Department Form(s) Certificate of Insurance, Balance of Total Fee (Remaining 50%)

***Application does not guarantee selection.

Contact

Robin Sander
Director of Food Services
MAfoodvendors@yahoo.com

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

Vending Unit

Type of Vending Unit: Trailer_____ (Include tongue in length measurement) Tent/Booth_____

Length_____ Depth_10'_____ Frontage Requested_____

Electrical Service

- 120Volt, 20 amp, 2 circuits w/2 receptacles/circuit
(total of 4 receptacles) 1st @ \$30
* 2nd @ \$20
- 120 Volt, 30 amp, 1 circuit w/"RV" type receptacle or similar
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** Vendor **MUST** provide a photograph or accurate sketch of plug/receptacle requiring connection.

Include With Application:

- A) \$25 application fee
- B) Unit Type & Size Request
- C) Current Photo(s) of Unit/Booth
- D) Electrical Requirements
- E) Beverage Application
- F) Fee Tabulation Form

Make check payable to Matthews Alive, Inc.

Submit application, etc. by April 1, 2012

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_____