

# FOOD VENDOR INFORMATION

## 27TH ANNUAL MATTHEWS ALIVE FESTIVAL

2019

FESTIVAL DATES/TIMES

DAYS	DATES	TIMES
FRIDAY	AUGUST 30, 2019	6:00 - 10:00
SATURDAY	AUGUST 31, 2019	10:00 - 10:00
SUNDAY	SEPTEMBER 1, 2019	1:00 - 10:00
MONDAY	SEPTEMBER 2, 2019	9:00 - 5:00

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

The Matthews Alive Festival is an annual free-admission family oriented community festival that attracts more than 150,000 attendees over the four-day Labor Day weekend.

### TEMPORARY FOOD VENDOR PERMIT IS REQUIRED FOR MANY VENDORS

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](http://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 IS REQUIRED

Food vendors must have in force, a minimum of \$1,000,000 personal injury and general comprehensive liability coverage (minimum limits of \$1,000,000 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!, Inc" should be listed as an "Additional Insured" with the mailing address set forth herein.**

### VENDING UNIT INFORMATION: HOW TO DETERMINE SPACE NEEDED

Unit measurements must include ALL space required including vending windows, 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--inaccuracy may result in a fine of \$100 per foot.** 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 within designated limits. No equipment, materials, supplies, storage, vehicles, trailers, etc. are allowed on sidewalks behind Vendor Unit.

#### FEES ARE BASED ON STREET FRONTAGE/LENGTH REQUIRED

10 FEET FRONTAGE/LENGTH	100 SF (10 X 10)	\$1250.00
15 FEET FRONTAGE/LENGTH	150 SF (15 X 10)	\$1750.00
20 FEET FRONTAGE/LENGTH	200 SF (20 X 10)	\$2,250.00
25 FEET FRONTAGE/LENGTH	250 SF (25 X 10)	\$2,600.00
30 FEET FRONTAGE/LENGTH	300 SF (30 x 10)	\$3,000.00

**HOW TO APPLY FOR YOUR SINGLE ELECTRICAL SERVICE: (A 2ND SERVICE IS SUBJECT TO AVAILABILITY)**

120 VOLT	20 AMP	2 CIRCUITS W/2 RECEPTACLES/CIRCUIT (TOTAL OF 4 RECEPTACLES)	1ST 2ND
120 VOLT	30 AMP	1 CIRCUIT W/"RV" TYPE RECEPTACLE OR SIMILAR	1ST 2ND
240 VOLT	50 AMP	1 CIRCUIT W/APPROPRIATE RECEPTACLE (3 OR 4 WIRE)	\$120

**\*\*\*Vendor will be responsible for bringing the correct plug/connector for our power supply.**

**HOW OUR BEVERAGE PROCESS WORKS:**

Matthews Alive controls the sale and pricing of water/soft drinks at the festival. Coca-Cola is our festival partner; therefore you will only be able to sell water/soft drinks purchased from our on-site Coca-Cola beverage truck. If you are serving a beverage other than water or soft drinks, you must pay for that privilege. Refer to the Food Vendor Beverage Application in the following packet.

# FOOD VENDOR APPLICATION 2019

COMPANY/ORGANIZATION NAME	
CONTACT	
ADDRESS	
PHONE	
EMAIL	
WEBSITE	
FACEBOOK	

**MENU: INDICATE ALL FOOD ITEMS YOU PROPOSE TO SELL, PORTIONS AND PRICE(S)\***

Attach separate pages as necessary.

ITEM	PORTION SIZE	PRICE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*All items and prices must be posted on a menu at the site of sale for entire Festival.**

Matthews Alive reserves the right to disallow individual food items where vendor duplication exists. You will be notified of disallowed items, if selected, before final fees are due.

**RETURN BY FEBRUARY 28, 2019: LATE APPLICATIONS MAY NOT BE GUARANTEED A SPOT**

- APPLICATION
- NON REFUNDABLE \$25 FEE
- CURRENT PHOTO (S) OF UNIT/BOOTH
- BEVERAGE APPLICATION
- FEE TABULATION FORM

Make check payable to Matthews Alive, Inc.

Mail to: Michelle Picciocchi  
100 McDowell Street  
Matthews, NC 28105

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., its 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 \_\_\_\_\_ DATE: \_\_\_\_\_

# FOOD VENDOR BEVERAGE APPLICATION 2019

VENDOR NAME: \_\_\_\_\_

If selling water/soft drinks, you must purchase them (for resale) from our Coca-Cola beverage truck on site. While everyone must fill out this form, the form is primarily for any vendor selling beverages other than water/soft drinks (ie: tea, coffee, lemonade).

Check here if you ARE NOT selling beverages other than water/soft drinks. Skip to "Total Beverage Fee Due" and enter "0"

Check here if you ARE selling beverages other than water/soft drinks. If so:  
List details and payment due below. Each type of beverage is \$500.00 regardless of the serving size.

Example: Lemonade = \$500 total beverage fee  
Lemonade and tea = \$1,000 total beverage fee

Beverage/Product	Serving Size	Sale Price at Festival	
_____	_____	_____	= \$500.00
_____	_____	_____	= \$500.00
_____	_____	_____	= \$500.00
_____	_____	_____	= \$500.00

Total Beverage Fee Due: \$ \_\_\_\_\_

We reserve the right to review the qualification of any "drink" and make a determination based on our criteria.

## FEE TABULATION FORM 2019

★ 50% DUE APRIL 5, 2019

★ BALANCE DUE JUNE 7, 2019

**SPACE FEES:** The depth of your space is maximum of 10 feet, no exceptions

<input type="checkbox"/>	10 FEET FRONTAGE/LENGTH	100 SF (10 X 10)	\$1250.00
<input type="checkbox"/>	15 FEET FRONTAGE/LENGTH	150 SF (15 X 10)	\$1750.00
<input type="checkbox"/>	20 FEET FRONTAGE/LENGTH	200 SF (20 X 10)	\$2,250.00
<input type="checkbox"/>	25 FEET FRONTAGE/LENGTH	250 SF (25 X 10)	\$2,600.00
<input type="checkbox"/>	30 FEET FRONTAGE/LENGTH	300 SF (30 x 10)	\$3,000.00

**VENDING UNIT DETAILS:**

- Trailer      Total length of trailer (with tongue/hitch included) \_\_\_\_\_
- Tent/Booth      Total length of tent \_\_\_\_\_
- Truck      Total length of truck (with hitch included) \_\_\_\_\_

**Photo of full set up required.**  
Show all open windows and doors, tanks, cookers, tables, etc.

**SPACE FEE:** \$ \_\_\_\_\_

**ELECTRICAL:**

<input type="checkbox"/>	120 VOLT	20 AMP	2 CIRCUITS W/2 RECEPTACLES/CIRCUIT (TOTAL OF 4 RECEPTACLES)	<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND
<input type="checkbox"/>	120 VOLT	30 AMP	1 CIRCUIT W/"RV" TYPE RECEPTACLE OR SIMILAR	<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND
<input type="checkbox"/>	240 VOLT	50 AMP	1 CIRCUIT W/APPROPRIATE RECEPTACLE (3 OR 4 WIRE)	

**ELECTRICAL FEES** \$ \_\_\_\_\_

**BEVERAGE FEES:**  CHECK IF NOT APPLICABLE

TOTAL FROM BEVERAGE APPLICATION: **BEVERAGE FEE:** \$ \_\_\_\_\_

**EXXON COMMISSARY PARKING FEES:** (max of one each)

- \_\_\_\_\_ Commissary truck w/o power (Exxon parking lot) x \$20 each
- \_\_\_\_\_ Commissary truck w/power (Exxon parking lot) x \$50 each

ONE "Re-entry" pass (Baptist Church parking lot) will be available per vendor.  
NO ADDITIONAL CHURCH PASSES WILL BE AVAILABLE.

**EXXON PARKING FEE:** \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

## MATTHEWS ALIVE & BEACHFEST Electrical Power Receptacles For Food Vendors

The Festival will provide only the following receptacles for food vendor power. The cables will be connected to our street power supply and will be placed near your vending location before your arrival. **Vendors are responsible for bringing any adapters needed to make their electrical connections compatible.**

1. Anything requiring a 120 volt/20 amp standard plug will obviously be very easy and compatible with most outdoor-rated extension cords and plugs.
2. If you have a 30-amp plug on your vehicle, your plug **MUST** be compatible with the 120 volt/30 amp RV receptacle shown below.
3. If you have a 50-amp plug on your vehicle, your plug **MUST** be compatible with the 240 volt/50 amp NEMA 14-50 receptacle shown below.

1. **120 VOLT 20 AMP. STANDARD**  
Two of these in a box on separate circuits.  
One box per cable.



2. **120 VOLT 30 AMP. RV**



3. **240 volt 50 Amp. NEMA 14-50**

