



FOOD VENDOR INFORMATION SHEET

The City of Durham Parks and Recreation Department (DPR) present a series of outdoor programs, festivals and events throughout the year. We are seeking a variety of Mobile Food Vendors or Push Cart Peddlers to satisfy the needs of the attendees at these events.

PLEASE NOTE WE HAVE A NEW PROCESS

In order to make online registration available we have updated the vendor application process. To apply to be a food vendor at an event you will need to fill out the online **Event Food Vendor Application** located on DPRPlaymore.org. Once the application is complete, click submit. The application will be sent to the DPR staff member coordinating the event. DPR staff will review each application to confirm space is available at the event as well as compare the food and beverage offerings listed on the application to ensure there is a balance of items for sale.

WE WILL NO LONGER ACCEPT APPLICATIONS BY MAIL.

FOOD VENDOR SELECTION

Vendors will be selected on a first come, first serve basis with consideration given for a variety of food and beverage offerings at each event. Only mobile food units or push cart peddlers who hold up to date food service permits with the Durham County Public Health Office will be considered. Please see additional health department compliance information below.

If you have been selected, you will be sent an email with a link to our online system where you can make payment. You can also after receiving the email pay in person at any DPR recreation Center or the DPR Administrative office during normal business hours. You will have 2 business days to pay and provide a copy of your certificate of insurance from when the acceptance email is sent. If you do not pay within in the 2 business day time frame your reserved space will be released and you will need to re-apply.

RENTAL SPACE REGULATIONS

1. No TFE's (tent vendors) will be accepted.
2. Other non permitted specialty food vendors may be accepted. Ex. Ice cream and kettle corn.
3. Food and Beverage units will be provided a space for their truck or push cart and all vendor equipment (e.g. displays, stands, tables, and supplies).
4. Spaces will be assigned by DPR Event Staff when you arrive at the event. DPR Staff will be on-site during setup to ensure each vendor is set-up properly and is in compliance with to all event rules and regulations.
5. All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.
6. In order for food vendors to get their refundable deposit back after the event, they must check-out with the vendor coordinator and restore their vendor space to its original condition. (i.e. no dumping of coals or oils, clean up trash, etc.)

REQUIREMENTS

Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits or insurance may delay or cause your application to be denied.

INSURANCE

- ❑ **EVENT INSURANCE**: The City of Durham requires all food vendors to obtain their own event insurance with combined single limit not less than \$1,000,000 per occurrence. An **original** insurance certificate must state the “CITY OF DURHAM” as additional certificate holder and must be submitted along with your booth payment.

INSPECTIONS

- ❑ **HEALTH DEPARTMENT REQUIREMENTS**: It is the responsibility of each food vendor to comply with the Durham County Health Department guideline. A copy of the permit and most recent inspection needs to be submitted to: healthinspector@dconc.gov for review at least two weeks before each event. Vendors who are exempt from permitting must provide a copy of the current exemption letter. Please visit <http://dcopublichealth.org/services/environmental-health/forms-applications> for more information.

SET-UP/LOAD-IN AND BREAK-DOWN/EXIT

Set-up/Load-In

- Detailed set-up times will be sent prior to each event.
- All set-up/load-in must be completed and all vehicles must be removed from the area one hour prior to the start of the event.
- Vendors are required to be ready to serve by the scheduled start time of the event. Example: for events beginning at 5:30 p.m., vendors must load-in between 3:00 p.m. and 4:30 p.m. into designated spaces and must have all vehicles removed by 4:30 p.m. All vendors are required to be ready to serve by 5:30 p.m.
- Vendors are expected to stay the entire length of the event. Spaces for events are limited and we want to make sure we have food options to participants available throughout the entire event.

Break-down/Exit

- Vendors will only be allowed to break down and exit the event after the event site has been cleared and the coordinator has instructed vendors that they are free to retrieve their vehicle and proceed with breakdown.
- Vendors need to stay throughout the duration of the event including delays for rain.

UTILITIES, SOLID WASTE & CONSERVATION

- The City of Durham will not provide electricity to vendors. Generators are permitted for electrical needs.
- No water or sewer is provided.
- Trash receptacles and recycling containers are provided by the City of Durham.

RAIN PROCEDURE

Vendors should be prepared in the case of rain to cover your rental space with plastic covers. In the case of heavy rain or storms, the event coordinator will consider and determine suspension or cancellation or relocation of the event. **REMINDER: Unless otherwise specified, all events have no rain dates or rain locations!**

REFUNDS

- For all events:
No deposit fees or rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

- For large events that require a security deposit:
The \$50/\$65 deposit is refundable provided vendors adhere to ALL EVENT Guidelines:
 1. Sell only the items listed on the application.
 2. Refrain from the sale of event specific paraphernalia.
 3. Restore vendor space to its original condition, i.e. no dumping of waste water, coals or oils. Vendors must clean up all trash, etc.