

STATION SQUARE FOOD TRUCK RODEO

VENDOR APPLICATION

APRIL 22, 2023 ~ 3:00PM – 7:00PM

Company Name _____

Owner's Name _____

Address _____

City _____ State _____ Zip Code _____

E-mail _____

Phone Number _____

What do you sell? _____

**FOOD TRUCKS &
FOOD TABLE VENDORS**

\$100.00 / SPACE*

*Non-Refundable
Reservation Fee*

Event is Rain or Shine

**MUST PROVIDE YOUR
OWN TABLE, CHAIRS &
WATER / POWER SETUP**

**BREWERIES &
ALCOHOLIC BEVERAGES**

\$100.00 / SPACE*

*Non-Refundable
Reservation Fee*

Event is Rain or Shine

**MUST PROVIDE YOUR
OWN TABLE, CHAIRS &
WATER / POWER SETUP**

**VENDORS & GROUPS
NO FOOD/NO DRINKS**

NO DESSERTS

\$50.00 / 8FT. SPACE*

*Non-Refundable
Reservation Fee*

Event is Rain or Shine

**MUST PROVIDE YOUR OWN
TABLE, CHAIRS & POWER SETUP**

Waiver of Liability: In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive and release all rights and claims for damages I may have against Station Square and assigns, for all injuries suffered by me in this event. Further, I hereby grant full permission to, Station Square, and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings, and any other record of this event for any legitimate purpose.

I agree to the terms of the Waiver of Liability and Station Square Rules and Regulations.

Signature _____ Date _____

RELEASE MUST BE SIGNED OR THIS ENTRY WILL NOT BE ACCEPTED

APPLICATION INFORMATION

Application Process

Include the following:

1. **Make sure to sign and date the Waiver of Liability on application.**
2. **Certificate of Insurance naming Station Square as Additional Insured**
3. **Special Events Permit (Breweries Only)**

Incomplete applications will be returned. Applications **MUST** be received no later than April 14, 2023!

If mailing your application, send checks made payable to:

Station Square
301 S. Church St., Suite 10
Rocky Mount, NC 27804

If emailing your application, send to: info@stationsquarenc.com and an on-line credit card payment link will be sent to you. **CASH WILL NOT BE ACCEPTED for applications.**

Upon receipt of the items listed above, the Event Coordinator will send you a confirmation email.

Non-Refundable Reservation Fee. The Event is Rain or Shine!

Contact Information:

Denise G. Murdock
Executive Assistant & Event Coordinator
Station Square – 252-388-8020
Day of Event Cell Phone - 774-353-7022
info@stationsquarenc.com



INSURANCE

All Vendors must provide a Certificate of Insurance (COI) naming Station Square as additional insured on their General Liability and Liquor Liability.

HEALTH INSPECTION CERTIFICATE

ALL Food Vendors MUST contact the Nash County Health Department (3) three weeks in advance of setting up @ Station Square for permit and to schedule for booth inspection. NO EXCEPTIONS.

Health Department Rules and Regulation Information

The Nash County Health Department enforces all state regulation regarding food preparation.

Preparing food outside requires strict preparation and storage procedures. Health Department staff will inspect booths. If you do not meet standards, they will not allow you to serve to the public. Consult Nash County Health Department for answers regarding required procedures.

Call the Nash County Health Department: 252-459-9829

State regulations that govern county health departments can be found at:

<http://www.deh.enr.state.nc.us/ehs/rules/t15a-18a.26.pdf>

ARRIVAL & SET UP TIME: 12:00PM – 1:30PM (Late arrivals will lose their spot, no refunds)

VENDOR SERVICE START TIME: 3:00PM – 7:00PM (Don't be late opening!)

BREAKDOWN TIME: 7:00PM (Do Not Leave Early! If you sell out, enjoy the event.)

THIS EVENT IS RAIN OR SHINE!

NO REFUNDS GIVEN FOR BAD WEATHER!

VENDOR RULES & REGULATIONS

1. Applications that are accepted will receive a confirmation e: mail by the event coordinator.
2. Space location requests will be considered but are not guaranteed.
3. Vendors must provide all equipment, tables, chairs, tents and signage for their space.
4. Amplified sound is not allowed.
5. All activity is confined to designated space please provide a trash can by your booth.
6. All vendor booths should be attractive from all sides and kept neat and clean in appearance.
7. Vendors can only sell what they are pre-approved to sell. **NO Ice Cream** (TRAX is selling that)
8. Vendor listed on application is the only one that can use space. All merchandise must be listed on the application and approved for sale. All merchandise must be the property of the vendor on the application.
9. Food concessions may sell beverages except for alcoholic beverages. **ONLY** in approved Beer Garden.
10. Do not pour grease, oil, soapy water or food debris on the ground or in public trash containers. Each vendor is responsible for handling these items in the proper manner as described by the Health Department, and for removing it from the festival site at the end of the day. Do not leave any trash behind.
11. Space assignment, additional information, parking instructions, Wi-Fi password will be e: mailed to you prior to the festival.
12. Feel free to "LIKE" & "SHARE" on all Social Media Platforms.

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