



# 2019

## HBA Fall Food Truck Festival

Dear Vendor,

Thanks for your interest in participating in the HBA Food Truck Festival held on **Saturday, April 27th, 2019 at Ferguson Bath Kitchen & Lighting Gallery in Hickory, NC from 11:00 a.m. until 3:00 p.m.** Space is limited to the first 12 Vendors who register.

Payment is due no later than March 27th, 2019 and should be received along with completed application and supporting documents listed below:

- Completed Application
- Signed Exhibitors Agreement
- Photo of Truck and PDF of logo (for marketing)
- A copy of your Certificate of Insurance
- A copy of your Sales Tax Certificate of Registration
- A copy of your most recent Department of Public Health Inspection Report
- A menu of your food items with prices.
- If serving alcohol an actual photograph of ABC Special Events License must be provided.  
*Copy of license information from website will not suffice.*
- Full payment

**APPLICATION PROCESS & FEE:** \$50 participation fee paid by March 27th and 10% of revenue due at close of the event. HCVHBA is committed to ensuring there won't be too many similar vendors or food trucks selling the same products. It is strongly recommended you submit your application early, as an application does not guarantee a spot in this year's Festival.

Applications should be emailed to [brandi@hickoryhba.com](mailto:brandi@hickoryhba.com) or mailed to Hickory and Catawba Valley Home Builders Association, Attn Brandi Guarino, 3145 Tate Blvd SE, Hickory, NC 28602 no later than March 27th.

**SPACE ASSIGNMENTS:** Booth locations will be determined no later than April 19th. Consideration will be based on best placement for competing food categories and time of submission of application. Submittal of application does not guarantee participation. All accepted vendors will receive a confirmation email within 2 weeks of receiving the application. No payment will be processed until confirmation of placement.

**PERMITS:** It is the vendor's responsibility to acquire all needed city and state permits. Only fully licensed, insured and compliant mobile food vehicles may participate. All applicants must have up-to-date food and sanitation certifications in order to participate in the event.

**FIRE EXTINGUISHER:** All food trucks using propane and/or deep-frying food must have a fire extinguisher that is compliant with safety codes.

**INSURANCE:** Applicants will be required to provide a Certificate of Liability Insurance from your insurance agent. The requirements are that you provide us with proof of general liability limits of \$1,000,000 per occurrence and \$2,000,000 total aggregate limit. In addition, Ferguson's Selection Center needs to be added as an additional insured on the Certificate of Insurance.

**MENU:** Food for sale must fit the character of the Food Truck. Each vendor may sell only the food stated on his/her application form. Please be specific and avoid generic "carnival" food as a description. Unapproved or unlisted menu offerings will result in immediate removal of vendor from event along with forfeiture of fees.



**WEATHER:** The HBA Food Truck Festival will operate rain or shine.

**PAYMENT:** Exhibitor payments must be received in full at the time application is submitted. All checks should be made payable to HCVHBA. For more information please email [brandi@hickoryhba.com](mailto:brandi@hickoryhba.com). Payments and applications should be mailed to the address on the last page no later than March 27th.

*No refunds will be issued once you are accepted into the festival for any reason. By submitting payment, you agree to all terms set within this application form.*

**LOAD IN/LOAD OUT:** All vendors are expected to arrive by 9am and must be set up and ready to open at 10:30am. Vendors will not be able to load in once the event has started and will only be able to load out after the event has ended. A schedule of staggered arrival times will be sent out to assist in an easy and effective load in. Load out not permitted prior to 3pm. Once event closes, gates will open to exit. You must vacate the parking lot by 4pm.

**CANCELLATION POLICY:** Vendors have 15 days from the submission of application to cancel and receive a full refund for your 2019 Food Truck Festival vendor fee. Cancellation after the 15-day period will forfeit 100% of your application fees.

**CLEAN UP:** Garbage bins will be provided for disposal of waste and food products.

*No coals or grease of any kind may be disposed of on any area of festival grounds, parking lot, or dumpster. Grease waste may be disposed of on-site only if necessary. Please ask an HBA staff about the rules and regulations. Food vendors are liable for any fines or clean up associated with any spills.*

All fees and required documentation must be submitted in its entirety along with the application. A checklist of all permits and licenses required is provided on the previous page of this document.

For further information, call 828-322-6482 or e-mail [brandi@hickoryhba.com](mailto:brandi@hickoryhba.com)



# 2019 HBA Food Truck Festival

## 2019 Exhibitor Agreement

### Rules and Regulations of the HBA Food Truck Festival

1. Exhibitors must arrive at 9:00am and be set up and ready by 10:30am on Saturday, April 27th, 2019 for food booth inspections. All vendors must have their truck set up and any cars off the festival area 30 minutes prior to the event. We require that vendors maintain their display until at least 3:00 p.m. Staff will be available before the event to help vendors find their assigned booth.
2. The exhibitor agrees that no truck or other vehicle will be allowed to move in the reserved festival section between the hours of 10:30am and 3:00pm on Saturday.
3. The exhibitor agrees to provide their own exhibit displays and shelters, if desired. Shelters will not exceed the booth size of 10' x 20'. *The Fire Marshal requires fire proof tents for food vendors, and they will be inspected.*
4. The exhibitor agrees to accept the space(s) assigned by the festival committee.
5. The exhibitor agrees the exhibit fee is non-refundable due to weather, the exhibitor's decision not to participate, or other causes beyond the control of the festival committee.
6. The exhibitor agrees that the festival committee officials have the right to evict exhibitors for any reason they deem necessary to maintain a wholesome festival.
7. The exhibitor agrees to maintain an exhibit that will not be offensive to other exhibitors or festival patrons. This includes, but is not limited to offensive odors (ex: smoke), loud noises (ex: radios), and structures that might cause injury to others.
8. The exhibitor agrees that generators must be pre-approved by the festival committee and electricity will not be provided.

EXHIBITOR (PRINT NAME): \_\_\_\_\_

AGREES TO ABIDE BY THE ABOVE RULES AND REGULATIONS.

SIGNATURE: \_\_\_\_\_

The Hickory & Catawba Valley Home Builders Association agrees to provide space (**once approved**) in the **HBA Food Truck Festival** upon return of this signed statement and payment of the exhibit fee ( )

**Please return the following by March 27, 2019 to the  
HBA of Hickory-Catawba Valley, 3145 Tate Blvd. SE, Hickory, NC 28602:**

- Completed Application
- Signed Exhibitors Agreement
- Photo of Truck and PDF of logo (for marketing)
- A copy of your Certificate of Insurance
- A copy of your Sales Tax Certificate of Registration
- A copy of your most recent Department of Public Health Inspection Report
- A menu of your food items with prices
- If serving alcohol an actual photograph of ABC Special Events License must be provided.  
Copy of license information from website will not suffice.
- Full payment

**Office use only:** Date rec'd in office \_\_\_\_\_ Payment \_\_\_\_\_ Booth Assignment(s) \_\_\_\_\_ Mailed Booth Assignment \_\_\_\_\_



**2019**

# **HBA Food Truck Festival**

## **Exhibitor Application**

### **CONTACT INFORMATION**

Company \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_ Business License# \_\_\_\_\_

### **TRUCK/CART DIMENSIONS**

Height \_\_\_\_\_ Weight \_\_\_\_\_ Length \_\_\_\_\_

### **WE WANT TO PROMOTE YOU**

Website \_\_\_\_\_

Twitter Handle \_\_\_\_\_

Link to Facebook Page \_\_\_\_\_

**PROMOTE YOUR INVOLVEMENT.** HCVHBA works to provide you a well-organized, promoted and advertised festival, but we can't do it alone. **SHARE** your participation with your loyal followers and fans, so they can catch your great food at this year's festival.

### **EXHIBITOR PRODUCT INFORMATION**

Type of Food/Theme \_\_\_\_\_

How is your product prepared? \_\_\_\_\_ On site \_\_\_\_\_ In advance & heated on site \_\_\_\_\_ Both

List of your top five menu items and prices below

1. \_\_\_\_\_

2. \_\_\_\_\_



- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

*All menu items should be consistent with the character of the Food Truck.*

**EVENT DAY CONTACT INFORMATION**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**AGREEMENT TO TERMS**

By signing below I have agreed to all specific terms in the exhibitor application package. Payment in full for exhibiting will also signify an agreement to terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT INFORMATION**

*REMIT PAYMENT OF \$50 NO LATER THAN MARCH 27TH*

Paying by VISA / Mastercard?

Name \_\_\_\_\_ Date \_\_\_\_\_

Please include card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_ Security Code \_\_\_\_\_

*For questions or further information, please email [brandi@hickoryhba.com](mailto:brandi@hickoryhba.com) or call (828) 322-6482*