



# TOWN OF PINE LEVEL EVENT VENDOR APPLICATION

Date: \_\_\_\_\_

## Contact Information

Company/ Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

## Type of Business (Check all that applies)

Food Truck (\$100 per Truck/ vehicle)

Description: \_\_\_\_\_

Vendor- (\$50 per space)

Products/ Services: \_\_\_\_\_

\*10'x10' Booth size only, additional space may be purchased to double booth size.

Vendors **must** provide their own equipment i.e.: tables, chairs, canopies etc.\*

Early registration turn ins will have priority

All fees are non-refundable

**The Town of Pine Level is not liable for any damages to any individuals or personal and/or business property (which includes but not limited to any vehicles, trailers, equipment, etc.) that occurs before, during, or after any Town hosted/ sponsored events.**

## Event Information

Setup time starts within **2 hours** before the event / Breakdown within **1 hour** after the end of the event

The Town of Pine Level Reserves all Rights to refuse or remove any vendor at any time.

Received Info Packet and consent to the terms mentioned:  (Initial Required)

Completed forms and payment should be returned to:

Pine Level Town Hall at 306 E Brown St. Pine Level, NC 27568 or mailed to PO Box 328 Pine Level, NC 27568

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---IN OFFICE ONLY---

Number of Food Trucks: \_\_\_\_\_

Number of Vendor Spaces: \_\_\_\_\_

Received Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Cash or Check #: \_\_\_\_\_

Fees Collected By: \_\_\_\_\_

TOWN OF PINE LEVEL  
EVENT REGULATIONS & PROCEDURES

DEFINITIONS

**Food Truck or readily movable Trailer:** is a licensed mobile vehicle or trailer food unit that is temporarily utilized on any Town of Pine Level property or sponsored event where food items are being sold to the general public.

**Food Vendor:** is where any food/beverages are being sold to the public from a truck, trailer, tent, table, or in an open area.

**Retail Vendor:** is where any goods/services are being sold to the public from a truck, trailer, tent, table, or in an open area.

**Push Cart:** a mobile cart from which food or other goods are sold to the public.

**INSURANCE AND LIABILITY**

Food trucks/ trailers and food vendors shall at all times during the effective date(s) of their event permit, must maintain general liability insurance coverage on their operations and facilities.

**FOOD TRUCK REGULATIONS**

1. All current Event Permits should always be posted in a visible location on the food truck, trailer, table, or on site.
2. Food Vendors shall provide documentation of approval from the North Carolina Department of Health. A valid health permit must be maintained for the duration the food vendors permit and shall be posted in a location for the public inspection.
3. A trash container must be provided on site. All Food Trucks/ Food Vendors shall be responsible for daily clean-up and proper off-site disposal of all trash and litter produced. Grease and liquid waste shall **NOT** be disposed of in any lawn areas, storm drains, sanitary sewers, or on public streets or parking areas or left behind on site.
4. Food Vendors shall NOT operate as a drive-in window.
5. No signage shall be allowed other than signs permanently attached to the Food Vendors trucks or trailers. Free standing board signs are allowed only within the permitted area not to exceed 20 square feet in size.
6. Food Vendors must have the following Fire Extinguisher on hand during hours of operation; minimum Class 2A, 10B, C rated extinguisher. If food preparation involves deep frying, a class K fire extinguisher must also be available. (NFPA) standards shall be met to include fire extinguisher and suppression hood systems shall be maintained.
7. Food Vendor truck, trailer, and equipment shall be positioned at least 20 feet away from any fire hydrants, fire department connection, utility box or vault. The Food Vendor shall not locate within any area of a lot that impedes, endangers, or interferes with pedestrian or vehicular traffic. A Food Vendor shall not impede ingress and egress from driveways entrances, handicapped parking spaces & ramps, building entrances and exits.
8. Food Vendors truck, trailer, and equipment shall be removed from the premises daily, (except festivals, and special events).

**SUSPENSION OF PERMITS**

1. The permits issued to any Vendor may be revoked if the Vendor violates any of the provisions contained in this article.
2. The Event Coordinator or Permit Issuer may revoke any permit if he/she determines that the Vendor's operations are unsafe, inappropriate behavior, causing parking/ traffic congestion, or littering problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.

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**DAYS AND HOURS OF OPERATION**

All Food trucks, trailers, and other vendors who holds a single/weekend event permit may operate only on the days of the event (parade, festival, etc.) All current Event Permit holders are allowed to set up 2 hours prior to the start of the event until 1 hour after the end of the event.