

POLICIES AND RULES

General Policies and Rules:

1. Vendor Setup- Friday: Noon to 8:00PM, Saturday: 6—8:30AM.
2. Vendors receive one vehicle pass per vendor space. Additional passes are \$20 & limited to 1 per vendor.
3. Vendors must park in general parking or on their spaces. All vendors must be set up and have all extra vehicles removed from the festival area on Friday evening by 8 pm and Saturday morning by 8:30 am. Vehicles that don't fit within vendor spaces must be parked in vendor overflow parking or general parking. Vendors will be required to stay open all day Saturday of the festival and until 4:00PM on Sunday, so plan accordingly.
4. Vendors will have their booth space assigned on a first come, first serve basis, and where appropriate.
5. Space Assignments, parking information, etc. will be mailed to vendors in late March. Fee is refundable (less \$30 processing fee) if written cancellation notice is received by March 1st, 2009. No Exceptions.
6. No Alcohol on premises.
7. No checks will be accepted at show.
8. Checks returned for insufficient funds are subject to a **\$50.00 handling fee**.
9. Entrance after show hours requires window sticker visible on vehicle.
10. We will not accept pre-registration after 3/13/2009 unless paid with credit card. Day of show registration cash and credit card only.
11. Gates open to Corral vehicles @ 7:30AM. NCDMV and Notary Public services available on grounds. No tents or canopies allowed in the Car Show and Car Corral field.
12. While there will be security on-site during the entire event, East Carolina Autofest and Starstruck, LLC are not responsible for any merchandise, tents, supplies, or other items left unattended. Identification may be required at the start and after hours during the event weekend.
13. **Electricity:** East Carolina Autofest will provide one (1) standard 110/20 AMP outlet to each vendor who has requested an outlet. Vendor must provide own heavy duty outdoor extension cord, minimum length 300'. All electrical needs must be requested by selecting the following:
(1) 110/20 AMP outlet (1) 220 AMP outlet Other(specify on form)
14. **Water:** Water and trash will be the only things included with your space fee. We will not provide grey water disposal or grease barrels. Vendors must dispose of such items properly. Any dumping of grease is a federal crime and will be treated as such. Generators will be allowed or you may purchase electricity from the event. Vendors must provide their own three-way hose connector, food grade hose, back flow preventer and all items necessary to run your booth. Any trailers with the capacity to carry water must arrive at the festival with an empty tank for inspection by the Health Dept.
15. All vendors selling merchandise(car parts, tools, collectibles, etc.) are required to have a NC Sales Tax ID#. Go to www.dorn.com/downloads/sales .

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Additional General Food Policies and Rules:

1. A menu with a price list must be posted and visible to the public. Signs should be large enough to be seen from a distance. (this is a family event so please price accordingly.) Menu must be displayed throughout the Festival.
2. Vendors should only sell food items that fit a family festival, however a variety is welcomed. No beverages will be allowed to be sold. The Duplin County Events Center will handle all beverage services.
3. Ice will be made available to vendors who need it the day of the festival at cost. (Price to be determined at later date.) Make ice purchases at event office and ice will be delivered to your space by event staff.
4. All food vendors must supply a 5 lb. fire extinguisher and have available on site at all times.
5. All food vendors must submit an registration form along with a request for a Temporary Food Stand Permit, a diagram of the layout of their booth, and their menu.

Food Vendor Application Requirements:

1. All applications must be submitted to the Food Vendor Chairperson by March 13th, 2009. All attachments must be included with application at time of submission. You will be notified of your acceptance or denial by letter prior to March 31st, 2009.
2. A detailed menu (to include price list) of ALL items you intend to serve must be included. This will be the basis from which we choose vendors to reduce duplication.
3. A copy of your current General and Product Liability Insurance Policy with a \$500,000.00 limit. It also must include the East Carolina Autofest on it.
4. Two checks: One make payable to **East Carolina Autofest** for Registration Application Fee and one make payable to **Duplin County Health Services** for temporary food vendor application.
5. A current photo of your booth or trailer. Applications without photo will not be considered.
6. Temporary Food Stand Permit by the Health Department. (Request for permit attached.) Request for permit must be attached with a diagram of trailer or booth set-up (does not include photo, this is a schematic drawing) to include hand wash sinks, grills, cooking equipment and refrigeration. The Duplin County Health Services also requires a copy of your menu to include all food items being offered. The Food Vendor Chairperson will submit all permit requests to the health department 30 days prior to event. At time of inspection, vendors must be able to produce receipts for food purchase.

Rainout Procedure

East Carolina Autofest is a rain or shine event! There is no rain date! Vendors should be prepared to set up in the case of light rain. In the event of heavy rain or inclement weather, the East Carolina Autofest staff will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. No refunds are given in the event that the festival is canceled due to inclement weather or in the event that a vendor decides not to participate. Should a vendor decide to pack up or leave prior to the end of the festival has been declared, that vendor may jeopardize future participation in East Carolina Autofest.