



2023 POPS FOOD VENDOR APPLICATION

- Please keep a copy of this application for your records -

Date of Event: Saturday, September 9, 2023

Hours of Operation: 10AM-2PM

Location: Pavilion On Park Square (POPS)
138 Park Square
Forest City, NC 28043

Application Deadline: Friday, August 25, 2023

The Town of Forest City is hosting Movement Fest on Saturday, September 9, 2023. Movement Fest is our initiative to improve the quality of life of youth and adults in Rutherford County. Our goals are to:

- Showcase the availability of healthy options in our county
- Provide contact information about each agency to the community
- Give information about youth and adult activities that are available throughout the year
- Promote healthy eating and active living by showing attendees how to establish long-term good habits early
- Encourage healthy and active lifestyles amongst cancer patients in our community

Vendors will offer different activities that promote wellness and being healthy such as a pop-up farmers market, jump rope and a make-your-own trail mix station. There will be games, music, giveaways, inflatables and more. Each attendee will receive a goodie bag to collect promotional materials. Each child will also receive a scavenger hunt card; if they visit each booth, they will receive a prize.

Admission is free to the public. Food vendors will set up outside of the park on Mill Street. There is a \$50.00 fee for vendors to participate.

We believe that this is a great way to come together as a community to highlight all of the amazing opportunities that are available in Rutherford County, and we hope that we can count on your participation with Movement Fest to make this as successful as possible. Please contact 828.245.0365 or ariannaedwards@townofforestcity.com if you have any questions. Thank you in advance for your support!

Requirements:

- Signed and completed application to ariannaedwards@townofforestcity.com
- \$50 vendor fee (check or money order made out to Town of Forest City)



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PLEASE MAKE CHECKS PAYABLE TO: Town of Forest City. Please send checks and vendor application to:

Town of Forest City
c/o Arianna Edwards
PO BOX 728
Forest City, NC 28043

Digital applications may be submitted via email to ariannaedwards@townofforestcity.com. If you are accepted, digital photos help us to promote you on our social media, website, and local newspapers.

Important Dates:

- August 25, 2023 – Application deadline
- September 1, 2023 – Map and booth assignment e-mailed
- September 9, 2023 – Movement Fest
 - Set-up begins at 8AM
 - Set-up concluded by 9:30AM
 - Movement Fest – 10AM-2PM

Guidelines:

- All vendors and their associates are responsible for following the guidelines.
- No vehicles are allowed on the pavers or inside the park at any point. Please let Arianna know in advance if you will need assistance loading/unloading.
- Booth spaces are 10' x 10' - location is determined by the Movement Fest Committee.
- Vendors accepted for participation in the show must be in attendance during the event.
- Vendors must supply their own tent, tables, chairs, display materials, etc.
- No generators or loud sound systems are allowed.
- Vendors must stay open to the public until 2PM.
- The festival is held outdoors, rain or shine.
- Gear booth, activities, and giveaways to families and children – make them specific to your organization and the theme of the event.
- Bring plenty of business cards and promotional materials.
- Keep your exhibit open for access by visitors by carefully positioning potential barriers such as tables and displays.
- It is never too early to start planning for this event. The day will sneak up on you if you are not careful! Try to make the display colorful and exciting and have fun with the theme.
- Your signature on the Application Form constitutes an agreement to be bound by the stated policies.



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Name of Vendor/Business: _____
(as you would like it to appear on our marketing materials)

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone #: _____ **Nighttime Phone #:** _____

Email: _____ **Website:** _____

If you have a Facebook page, list its name: _____

List of food items to be sold (You must list EVERY item): _____

Names of Event Workers: _____

Please list three events where you set up your food truck/tent within the past three years:

1: _____ 2: _____ 3: _____

Photo Descriptions:

1: _____
2: _____
3: _____
4: _____

Price Range: _____
Price Range: _____
Price Range: _____
Price Range: _____

5: Your Food Truck/Tent Display



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1) **Temporary Food Establishment Permit:** All food vendors are **required** to fill out a Temporary Food Establishment Permit through the Health Department and, if required, pay the application fee. It is the vendor's responsibility to contact the Health Department at 828.287.6104 at least two weeks prior to the show. Please notify Arianna Edwards after you speak with the Health Department.

2) **Event Fire Prevention Permit:** All food vendors are **required** to fill out an Event Fire Prevention Permit. Forest City Fire Rescue will conduct a safety check at each booth during setup.

3) **You must list every food item that you are going to sell.** If you show up the day of the event with a food not listed on this form, the Town of Forest City has the right to refuse sales of these items. The Town of Forest City has the right to refuse vendors' special events permit.

4) **Vendor fees are NON-REFUNDABLE.** POPS events are held RAIN or SHINE!

5) Vendors are responsible for supplying their own tents, tables, chairs, signage, garbage bags, etc. Set-up time will be two hours prior to the gate opening for event.

By signing below, I hereby agree to abide by the rules and regulations set forth by the Town of Forest City. I understand and agree that there will be no refunds and that decisions of the Town of Forest City are final. Furthermore, I hereby release and forever discharge the Town of Forest City and their agents and representatives from any responsibilities, personal liability, loss, claims or damage arising out of or in conjunction with this event.

THIS APPLICATION, THE FIRE PERMIT AND PAYMENT FOR THE SCHEDULED EVENT MUST BE MAILED TO ARIANNA EDWARDS AND MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT. DUE TO HEALTH DEPARTMENT RESTRICTIONS, APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ALLOWED INTO THE EVENT.

Name	Signature	Date
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Town Employee Name	Signature	Date
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