

**4th of July Celebration
4 July 2017
Food Vendor Application
FMWR Special Events
Fort Bragg, North Carolina**

OFFICE USE ONLY

Date Rec: _____
Payment Info: _____
Amount: _____
Received By: _____

Mail to:
IMBG-MWR-E
Directorate of Family and MWR
Attn: Recreation Division - Special Events
P.O. Box 70059
Fort Bragg, NC 28310-5000
Phone: 910-396-9126
Fax: 910-396-7224

Vendor Application

PRINT OR TYPE

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: (_____) _____ Fax: (_____) _____
Contact: _____ E-mail: _____
DUNS number: _____

Please note completion of this application does not guarantee acceptance. Special Events will review all applications and notify selected vendors no later than **16 March 2017.**

Space Fee: \$350 per 10x10 space; \$650 per 20x20 space.
Additional space may be purchased for \$30 per linear foot.
Maximum of three 20x20 spaces per vendor. Fee per space includes electricity and water (shared water trailer). Expected attendance – 50,000

Your application is due no later than 28 February 2017.

Please Choose the Appropriate Category for Your Business

Designated Space for Tent/Canopy:

How many and what size space(s) do you require?

10x10 _____

20x20 _____

Do you require Additional Space? Yes _____ No _____

How much space do you need? _____

Do you require a tent/canopy be provided? Yes _____ No _____

What size tent/canopy do you need (price includes delivery and set-up)?

10x10 @ \$100.00ea _____

20x20 @ \$250.00ea _____

Electricity required: Yes: _____ No: _____

If so, how many hook-ups and what type do you need (each quad box has 4 110v outlets):

110V _____ Quantity _____

220V _____ Quantity _____

Do you have a special electrical plug or connection (please describe below)?

Are you using propane: Yes _____ No: _____

Layout: Please attach a layout of your setup, identifying the location of tables, cooking instruments, locations where outlets needed and number of staff underneath your canopy.

Menu: Please attach a copy of your menu and pricing per item.

Self-Contained Units:

What size is your Self Contained unit (incl. tongue & hitch etc)? _____

Do you require Additional Space? Yes _____ No _____

How much total space do you need? _____

On which side of the trailer is your marquee located (ie, driver's side or passenger side)?

Electricity required: Yes: _____ No: _____

If so, how many hook-ups and what type do you need (each quad box has 4 110v outlets):

110V _____ Quantity _____

220V _____ Quantity _____

Do you have a special electrical plug or connection (please describe below)?

Are you using propane: Yes _____ No: _____

Menu: Please attach a copy of your menu and pricing per item.

Vending Details and Regulations

1. Vendor will provide a detailed menu, to include selling prices, along with your application to Jacqueline Hill no later than **28 February 2017**. Food vendors will be permitted to sell food and non-alcoholic beverages only. The selling of non-food items by food vendors is strictly prohibited.
2. Total payment is due no later than **1 June 2017**. **Be mindful we cannot accept any monies until the contract has been issued.**
3. Vendor cannot sell or consume alcoholic beverages and smoking is permitted only in designated areas.
4. Vendor will provide U.L. approved electrical cords as needed. Electrical cords must be securely anchored to meet all safety regulations.
5. Potable water will be available via military water trailers for this event.
6. Vendors using grease products must ensure ground is covered to protect area from grease spills. Failure to do so may cause automatic denial of future vendor application requests and incur an additional fee for clean-up. Vendors are responsible for the cost of any environmental clean-ups for spills and other contamination of the environment associated with his operations, and will reimburse the IMWRF or Fort Bragg for any fines, penalties, or administrative fees assessed by Federal, state, or local environmental regulatory agencies.
7. Vendors must have on hand proof of purchase for all meats and seafood. Meats must be USDA or NC State inspected.
8. Inspections will be conducted on a regular basis by Fort Bragg Preventive Medicine Branch and Veterinary Services Branch.
9. Vendors shall conform to all Federal, State, City, and County laws and ordinances.
10. **All food vendors may begin setup on 3 July, 11:00 a.m. On 3 July 2017, at 2:00 pm, there is a MANDATORY Fire and Safety Inspection.** Power will be provided. Tear-down may only begin at the conclusion of the fireworks show.
11. **Each person handling food in your booth is required to attend the food handler's class. Please see attached Annual Food Handlers Class schedule for 2017. Please schedule your class with Environmental Health Services.**
12. All goods and/or services sold to the general public will be paid for in cash or credit card. Prices will be posted for the public to view. Vendors will receive 100% of all cash sales and shall be responsible for controlling and safeguarding their individual receipts.
13. Vendor is responsible for having on site a **Class ABC fire extinguisher**. Vendors cooking with grease must also have on site a **Class K fire extinguisher**. Extinguishers must have inspection tag from a certified inspector.
14. There are no restrictions on duplication of food items.

15. Spaces will be kept clean at all times. Trash receptacles will be available, please breakdown ALL boxes before properly disposing them. Prior to departure, your space must be clean of all trash and food stuffs. **Violators will be assessed a clean-up fee and may not be considered for future events.**
16. The Special Events staff will not be responsible for any loss or thefts incurred while on contract. Vendor will take full responsibility for the security of their items.
17. All sales are between the vendor and buyer. The Special Events staff will not assume any responsibility for dissatisfaction resulting from sales. There will be no refunds.
18. Sanitarily Approved Sources: All food items must originate from an approved source IAW VETCOM Circular 40-1 and TB Med 530. Vendors will maintain food items in the primary container for inspection by Veterinary Services (VS) personnel during the event. All food item primary containers must list either the manufacturing plant name and address or a manufacturing plant code. If a manufacturer plant code is used, the supplier must provide the information necessary (code sheet) to translate the code into the name and address of the manufacturing plant. Vendors will not be permitted to sell or serve any items that fail to meet approved source requirements.
19. All vendors **MUST** provide a manufacturer's list (with all information required above) to Veterinary Services at least two weeks prior to event date for all of the following items: all meat, seafood, dairy, shell egg, liquid egg products and minimally processed fruits & vegetables (not frozen), such as shredded lettuce, peeled or sliced carrots, bagged salads, sliced apples. When provided with this information, VS personnel will check approved source status of all submitted food items prior to the event, and notify vendors of any items that fail to meet approved source requirements. You may contact the following with the requested information:
Ssg Marquitta Preston, marquitta.leonardpreston.mil@mail.mil, 910-643-1945
SFC Patrice Cole, Patrice.r.cole.mil@mail.mil, 910-396-6852
20. Release and Hold Harmless Agreement: The Contractor shall release and discharge the NAFI and the United States Government from any claims of third parties arising out of or from accidents or incidents involving acts or omissions of the Contractors, its officers, agents, or employees, occurring as a result of performance of the terms and conditions of this contract or as a result of the operation of NAFI furnished equipment or materials, if any, or of the performance of the services under this contract
21. As a vendor, you are responsible for providing a tax exempt number or social security number and a DUNS number (call 866.705.5711 for a DUNS number) for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Special Events. The fund retains the right to inspect the operation to include sanitation and food preparation throughout the duration of the contract period. Failure to maintain acceptable sanitary standards and/or correct noted deficiencies will be cause for termination without further notice.

If the above regulations are not observed, vendor may be requested to vacate his booth and under these circumstances, no refunds will be given.

If selected as a vendor, you will be responsible for providing a tax exempt number or social security number for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Special Events. The fund retains the right to inspect the operation to include sanitation and food preparation throughout the duration of the contract period. Failure to maintain acceptable sanitary standards and/or correct noted deficiencies will be cause for termination without further notice.

****NOTICE** SUBMITTAL OF APPLICATION DOES NOT CONSTITUTE APPROVAL FOR PARTICIPATION. IF APPLICATION IS APPROVED, FMWR CONTRACTING OFFICE WILL NOTIFY APPLICANT FOR COMPLETION OF CONTRACT. ****

Required Documents**

- | | <u>Initial:</u> |
|---|------------------------|
| 1. Completed W9 | _____ |
| 2. Menu w/ prices | _____ |
| 3. Detailed layout, identifying the location of tables, cooking instruments, locations where outlets needed and number of staff underneath your canopy/self-contained unit. | _____ |
| 4. List of all Food Sources | _____ |
| 5. Flame Retardant Certificate if renting or bringing your own tent/canopy | _____ |
| 6. SafeServe Certificate for a minimum of one person for the application | _____ |
| 7. Foreign Nationals | _____ |

List of all Food Sources:

****Applications submitted without all of the required documents will not be considered for the event. By signing below you are indicating that you have agreed to provide all of the above documents as part of the application process.****

Name

Authorized Signature for Special Events

Signature

Date

Date