



Food Vendor Application & Liability Release Form

Thursday, July 4, 2024 • 4-10 p.m. • Lillington Ball Park

The July 4th Celebration is one of the largest annual events held in the Town of Lillington, with attendance reaching 5,000 or more people for the one-day event.

Date: July 4, 2024
Time: 4 p.m.—10 p.m.
Set-up beginning at 11:30 a.m., must be completed by 3 p.m.
Where: Town of Lillington Ball Park
405 S. 1st Street, Lillington, NC 27546

Registration Information

- All vendor applicants must complete the application as well as sign and date the agreement. Payment is due at the time of application submission. No applications will be processed without correct payment.
- **All applications must be received by Lillington Parks and Recreation no later than 5 p.m. on Friday, June 14, 2024.**
- Spaces are assigned on a first come first serve basis and are limited. We strive to limit duplication of food items and/or arts and crafts from vendor to vendor. However, there is no guarantee of exclusivity.

General Vendor Information

- All applicants must submit an items list detailing what they will be selling with their application. All items sold must be listed on your application and approved by the Town of Lillington. If items are being sold that are not listed, the vendor will be asked to leave with no refund.
- Vendors must include a picture of their booth and/or sale items with their application.
- All vendors should be prepared for the length of the entire event and have all food/non-food items on site and ready to sell at 4:00 p.m. when the event begins.
- Vendors must maintain their space until 10 p.m. The fireworks are scheduled to begin after dark. Vendors must remain in their space until after the fireworks have ended for crowd control purposes.
- All displays are to be in good taste, neat and appealing.
- The Town does not provide water or sewer disposal.
- Vendors will receive written confirmation (an email) of their acceptance as a vendor.
- Under no circumstance can a vendor “sublet,” transfer or give their space assignment to anyone without written approval by the festival organizer.

Food Vendor Eligibility

- All food vendor applicants must complete the Harnett County Health Department forms. These forms must be submitted to the Harnett County Health Department no later than 15 days prior to the event. There is a fee that must be paid directly to the Health Department. Exceptions include the following:
 - * Lillington based non-profit groups: 501C3 or IRS letter of non-profit status
 - * General Food Vendors: Mobile Food Unit Permit or menu including only foods not subject to inspection.

Anyone applying as a food vendor **MUST** fill out the paperwork and submit it to the Harnett County Health Department. It will then be up to the Health Department to determine if you will need to purchase a Temporary Food Establishment Permit or not. Copies of documentation should be submitted with this application and will be verified. The Town is not responsible for contacting the Harnett County Health Department on your behalf.

Set-Up

- Set-Up: 11:30 a.m.—3 p.m.
 - * If you would like to set up earlier than 11:30 a.m., you may contact the vendor organizer to make arrangements by 5 p.m. on Friday, June 21st.
- **IMPORTANT!** Vendors are expected to unload their booth supplies and then immediately move their vehicle to the designated vendor parking area. This is necessary to reduce congestion and allow all vendors equal access to their assigned vendor spaces. All vehicles must be out of the event area by no later than 3 p.m.
- Set-up times may be staggered in order to help relieve congestion in the vendor line up area. Prior to the event you will receive an email with specific information regarding your check-in time, your space number, a map of the event, parking instructions and other important information.
- There will be a vendors entrance and exit to unload and load supplies at your booth prior to the beginning of the event and at the conclusion of the event.
- We will guarantee a booth space for all approved vendor applicants, but we will not guarantee where the location will be. Any special requests for specific vendor locations cannot be guaranteed.
- Participants are required to provide their own:
 - * Canopy of fire-resistant fabric
 - * Weights for canopy legs ***required**
 - * Tables, coverings, chairs or other necessary items for their booth
 - * Extension cords for electricity and water (if applicable)

Fees

- \$100: Commercial Food Vendor with no electricity
- \$25: Electricity in addition to any booth.
 - * Vendors may use generators but all generators **MUST** be quiet.
 - * Please know that we have limited availability of electricity for the event. Vendors needing electricity will be provided with 2 outlets.
 - * Vendors needing electricity must submit a picture of their plug with their application.
- Vendors needing electricity must bring a 100 foot personal drop cord.
- Each vendor is responsible for collecting and reporting applicable sales tax.
- There will be **no refunds for withdrawal of application.**

Application Submission & Payment

- If you are interested in being part of the 4th of July Celebration please complete the “Food Vendor Application & Liability Release Form.” Return form with payment no later than 5 p.m. on Friday, June 14, 2024.
- Payment types accepted: Cash, Check, Money Order, Visa and Mastercard
 - * Make checks and money orders payable to: Town of Lillington; Memo Line: July 4th Vendor Fee
 - * There is a \$35 service charge for returned checks.
- Mail to: Lillington Parks & Recreation
Attention: Amy Somers
PO Box 296
Lillington, NC 27546
- Fax to: (910) 893-2607
Email to: asomers@lillingtonnc.org
Please call Amy at (910) 893-0342 to make a Visa or Mastercard payment via phone after faxing or emailing your completed application.

**Town of Lillington 4th of July Celebration
2024 Food Vendor Application**

Returning Vendor New Vendor

Deadline is June 14th by 5 p.m.

For Official Use Only

Date Received: _____

Amount Paid: _____

Payment Type: _____

TFE Approved: _____

General Information

Business Name:

Mailing Address:

City:

State:

Zip:

Contact Person:

Phone:

Email:

Cell Phone:

Booth Information

Booth Details (please circle): Tent Trailer Food Truck Other (please explain)

Serving Side (circle one, if applicable): Driver Passenger Either

Do you require water access (circle)? Yes No

Size of tent/trailer/food truck (please include tongue of trailer in length if applicable):

Do you hold a current permit with your associated county? Yes No If yes, what county? _____

Please list **all items** to be sold/distributed in your booth including merchandise, food, beverages, bottled water and drinks (you may attach a menu or an additional sheet if necessary):

We strive to limit duplication of food items from vendor to vendor, however there is no guarantee of exclusivity. Your menu **MUST** be the same as the menu you include with your application.

Electricity Information

Do you require electricity (please circle)? Yes No
If yes, please circle one: 110/20 amp
220/50 amp
All vendors needing electricity will receive 2 outlets.

Vendors may bring generators but all generators MUST be quiet.

Will you be bringing a generator to provide your own power (please circle)? Yes No

Fees (please select the appropriate fees)

Commercial Food Vendor \$100.00

Electricity \$25.00

Total Payment Enclosed \$

Payment must be submitted at the time of application submission. Any application received without full payment will not be processed until payment is received. Please make all checks and money orders payable to the Town of Lillington.

Signature below indicates my understanding and acceptance of the terms of this application and hereby releases all sponsors, organizations or individuals involved with the Town of Lillington for any liability, product or personal.

Signature:

Date:

The Town of Lillington reserves the right to revoke or refuse to grant space at any time, and shall not be liable to anyone for this action. No vendor will be allowed to set up without the Application & Liability Release for signed and dated, and any required and verified regulations from the Harnett County Health Department. Please make copies of this form for your own records.

Return To: Lillington Parks and Recreation, Attn: Amy Somers PO Box 296, Lillington, NC 27546

We look forward to seeing you at this event!

Questions? Contact Amy Somers at (910) 893-0342 or asomers@lillingtonnc.org or Christy Powers at (910) 893-0339 or cpowers@lillingtonnc.org.