

**2009 CAPITAL CITY BIKEFEST
VENDOR BOOTH APPLICATION
Form #1**

Name of Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail _____

Please provide a picture of your booth/mobile unit. Please also list all food, beverage & merchandise items you will be selling with your pricing. *Please attach additional sheet if more room is needed.

I am interested in renting a 10 x 10 Main Course space (\$400): ____yes ____no
10 x 20 Main Course space (\$500): ____yes ____no

I am interested in renting a 10 x 20 Mobile unit space (\$600): ____yes ____no

I will need electricity: Voltage/wattage needed ____ 110v (\$50 each) ____ 220V (\$100)

****Payment is not due upon submission of this application. Accepted vendors will be notified of the payment deadline**

****All completed applications must be submitted by 5:00 pm Friday July 31, 2009.***

General release: The Undersigned does hereby release, forever discharge, and hold harmless the Ray Price Capital City Bike fest, Ray Price Harley-Davidson/Buell, the City of Raleigh, or any of their employees, associates, or sponsors of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or in equity from any loss or damage to property of the Undersigned while in possession or supervision of the festival, it's agents, representatives, or employees. The Undersigned consents to enforcement of all festival rules. The Undersigned gives permission for photos or depiction of his/her work accepted for the Ray Price Capital City Bike Fest to be used for festival promotion purposes. Festival management reserves the right to disqualify or expel any exhibitor failing to follow festival guidelines or causing any problems to fellow exhibitors, patrons, or management. Management reserves the right to make final interpretation of all rules.

Signature of Applicant: _____

Date: _____

****All excepted applicants will be notified of acceptance by Friday, August 14, 2009.***

***Please fax or e-mail completed application no later than Friday July 31, 2009 to:**

Calvert Productions
Attn: CCBF/Mary Pat
Fax: (919) 869-2217

marypat@calvertproductions.com

CAPITAL CITY BIKEFEST

2009 FOOD VENDOR ELECTRICAL NEEDS

Form #2

FORM #2

VENDOR NAME:



CHECK THIS BOX IF YOU DO NOT NEED ELECTRICITY.

We have a limited amount of electrical capacity. Please fill out the form very carefully. You will receive one outlet per circuit paid for and your electrical outlet will be prepared to handle the voltage and amperage you have indicated on this form.

NOTE: MAXIMUM POWER PER VENDOR BOOTH IS 50 AMPS

1. Please list the types of electrical items you will be using (i.e. oven, refrigerator, grill, etc.).
2. Look at the nameplate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
3. All service must be converted to amps. If the amperage is not included on your equipment, the formula Watts Divided By Volts should be used in order to get the correct amperage.

EXAMPLE: Item

Bun Warmer 300 watts/120 volts = 2.5 amps

5 Lamps x 100 watts each = 500 watts/120 volts = 4.2 amps

4. If you have a trailer that comes with a cord, please specify in the list below. It must be a ground- faulted connection with 120 volt outlet.
5. Based on OSHA regulations, you must have 100 consecutive feet of grounded #12 wire extension cord with three conductors. You need to obtain these in advance, due to limited quantity in the Raleigh area.

ELECTRICAL FEES

110 volt circuits \$50 per 20 amp service

220 volt circuits \$100 per 20 amp service

240 volt circuits \$400 per 30 amp service

Electrical Equipment	Watts	Volts	Amps	120V Total	220V Total

CAPITAL CITY BIKEFEST

2009 Temporary Food Establishment Application

Form #3

Each food vendor must submit a completed Temporary Food Establishment (TFE) Permit Application along with required permit fee(s) to Wake County Environmental Services. The TFE application and required permit fee(s) must be submitted at least fourteen (14) days prior to the date of the event. Vendor applications or permit fees received after the deadline will not be considered and will be returned. Each question must be answered or the application will be returned.

Application submission date: _____

01. Name of event: _____

02. Location of event: _____

03. Date(s) of event: _____ To _____ Time(s) _____ To _____

04. Booth Name/Business name: _____

05. Owner/Operator name: _____

06. Owner/Operator address: _____

Address City State Zip

07. Applicant's telephone number: (____) _____ (____) _____

8 am – 5 pm Cell/Other

E-mail address: _____

07. Proposed date/time for preopening inspection: _____

08. Indicate type of set up: () Tent Size _____x_____ () Self contained unit (eg. Mobile trailer)

09. List all food and beverage items that will be served: _____

10. Will all foods/beverages be prepared at the temporary food establishment? Yes _____ No _____

If no, attach a written agreement (signed by the owner of a North Carolina permitted food establishment) giving you permission to use the kitchen. Agreement must have listed items that will be prepared in the kitchen. Domestic kitchens can not be used.

11. How will food temperatures be maintained during transporting to site? Cold: _____

Hot: _____

12. Describe equipment to be used at the event for:

a. Cooking/Reheating _____

b. Cold Holding _____

c. Hot Holding _____

13. Handwashing: () Plumbed sink () Gravity flow with pushbutton/twist nozzle

14. Utensil washing: () Plumbed utility sink with drainboard/countertop space for air-drying

() Utility sink with gravity flow (pushbutton/twist nozzle) with drainboard/countertop

space for air-drying

15. Lighting in kitchen/service/storage areas: () Shielded () Shatterproof bulbs

061208rr

16. Water source: () On-site Municipal () Sealed bottled water () Brought from permitted North

Carolina permitted food establishment-Name of Establishment/Phone number: _____

17. Water disposal: () Provided by Event () Taken to permitted North Carolina permitted food establishment

Name of establishment/Phone number: _____

18. Toilet facilities: () Public Building () Chemical Toilets (Porta-Johns) () Other _____

19. Garbage disposal: () Can collected on-site () Dumpster () Other _____

EQUIPMENT LAYOUT DIAGRAM: Identify all equipment including cooking and cold holding equipment, handwashing facilities, work tables, utensil washing facilities, food and single service storage, sneezeguards, and customer service areas (condiment tables). Application will be returned if this section is not filled out completely.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from Wake County Environmental Services may nullify final approval and prevent issuance of a temporary food establishment permit. I also understand that if this application is incomplete it will be returned to me, and, if I do not correct and return it to Wake County Environmental Services at least 14 days prior to the event, my application will not be considered. I understand that a pre-opening inspection of my temporary food establishment will be required and that if I am not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

Signature: _____ Date: _____

(Owner/Operator or designee)

Approval of these plans and specifications by this Department does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). A pre-opening inspection (with electricity and equipment in place) will be necessary to determine compliance with the 15A NCAC 18A .2635 temporary foodservice establishments and to determine whether a permit will be issued.

***Mail TFE application to Calvert Productions, 3014 Cambridge Road, Raleigh NC 27608**

Wake County Health Departments
. 2635 REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2602 of this Section:

- (1) Temporary food establishments shall be located in clean surroundings and kept in a clean and sanitary condition. They shall be so constructed and arranged that food, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans.
- (2) Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food.
- (3) All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.
- (4) Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment. At least a single vat sink, large enough in which to wash cooking utensils, pots, and pans, must be provided. At least one drainboard or counter top space must be provided.
- (5) Facilities shall be provided for employees' handwashing. These may consist of a pan, soap, and single-use towels.
- (6) Convenient and approved toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.
- (7) Potentially hazardous foods shall be refrigerated in accordance with Rule .2609 of this Section. All food shall be stored, handled, and displayed in accordance with Rule .2610(a) through (d) of this Section. Food service equipment shall be stored in accordance with Rule .2620 of this Section.
- (8) Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tightfitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as not to create a nuisance. Each operator shall keep his immediate premises clean.
- (9) All food served shall be clean, wholesome, and free from adulteration. Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall not be served in a temporary food establishment. Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Wrapped sandwiches shall be obtained from an approved source. Poultry shall be prepared for cooking in an approved market or plant. Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices.
- (10) Food prepared by local groups shall be prepared in an approved kitchen, and such groups shall maintain a record of the type and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.
- (11) No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

History Note: Authority G.S. 130A-248;

Eff. May 5, 1980;

Amended Eff. January 1, 1996; May 1, 1991; July 1, 1984.

CAPITAL CITY BIKEFEST

IMPORTANT FESTIVAL INFORMATION

SEPTEMBER 25-25

Date and Times

The fifth annual Ray price Capital City Bike Fest will operate **Friday, September 25, 2009 10:00 am -11pm and Saturday, September 26, 2009, 10:00 am-11:00 pm.**

IMPORTANT DATES:

DEADLINE APPLICATION: FRIDAY JULY 31, 2009

VENDOR ACCEPTANCE NOTIFICATION: FRIDAY AUGUST 14, 2009

Purpose

The fourth annual Capital City BikeFest is a destination motorcycle rally centered on the Harley Davidson lifestyle.

Applications

To participate, please fill out the attached application and fax, or e-mail by Friday, July 31, 2009 to:

Calvert Productions

Attention: CCBF/ Mary Pat Calvert

Fax: (919) 869-2217

marypat@calvertproductions.com

Registration Fee, Tents and/or Booths

Upon vendor application approval; the registration fee will be due no later than Friday, August 14, 2009. The registration fees for Capital City Bike Fest are as follows:

Concession Food: is \$400 for a 10x10 space, \$500 for a 10x20. An 8ft table and two chairs are available for an extra \$20.00 fee. 10 x 10 tents are available for an additional rental fee of \$100.00. If two 10x10's are requested for a 10x20 space the cost will be \$200.00.

Commercial Concessionaires (i.e. Mobil Unit) is \$600.

Electricity

Electricity will be provided for an additional fee. The electrical fees are as follows:

110 volts: Per 20 amp service \$50.00

220 volts: \$100.00 (Vendor will be notified if needed to provide a max of 100 feet of power cable)

Health Department Permits

To ensure all food vendors are functioning in accordance with a state law that tracks and issues permits to unregulated food vendors, each concessionaire should be prepared to obtain a Temporary Food Establishment permit from the Wake County Health Department. More information about this requirement will be provided with acceptance letters. For more information please see: <http://www.wakegov.com/foodsafety/temporary.htm> or contact: **Wake County Environmental Services, Rebecca Robbins (919) 856-7419.**

Set-Up and Tear Down

Participants requiring a health permit must have their booths set no later than 7:00 am on Friday, September 25, 2009. All other vendors must have their booths set by 9:00 am on Friday, September 25, 2009. Breakdown is permitted no earlier than 11:00 pm on Saturday, September 26, 2009. **NO EXCEPTIONS.**

Security

Overnight Security for the event Friday September 25, 2009 & Saturday September 26, 2009 will be provided by City of Raleigh Police Department.

Insurance

Commercial food vendors must submit a Certificate of Insurance, naming the City of Raleigh as an additional insured under this policy. This certificate should have the following minimum limits of coverage: General Liability 1.0M per occurrence; 2.0M aggregate. A copy of this certificate must be faxed to (919)869-2217 prior to the event.

Inclement Weather:

The exhibitor acknowledges that he/she assume the risk the festival maybe canceled due to inclement weather or any other reason at the sole discretion of The Raleigh Convention Center or Ray Price Harley Davidson. In the event of cancellation all fees are nonrefundable.