



Food Vendor Request for Proposals

The Town of Duck is seeking proposals for food vendors for the 7th Annual Duck Jazz Festival on Sunday, October 13, 2013. This is a one-time request, with no guarantees of selection, or that the program will continue in future years.

The Duck Jazz Festival is an outdoor, free concert being held on the Duck Town Green, 1200 Duck Road, Duck, North Carolina 27949. The Festival begins at 11:00 a.m. and concludes at dusk. Festival attendees may bring their own food, coolers, blankets, and chairs. The estimated event attendance, based upon prior years, is 7,000.

Conditions:

- Vendors must have a storefront which serves food and meets Dare County Health Department requirements within the Duck Commercial District.
- Vendors will set up under the covered picnic shelter at the Duck Town Park.
- Due to limited space, no more than three vendors will be selected.
- Food items will be packaged and sold for take-away and enjoyment on the Duck Town Green.
- No dining seating will be available under the Vendor area, but a covered seating area will be provided.
- Town of Duck will provide tables and trash receptacles.
- There are no on-site catering facilities available; shelter has limited power supply; and on site hand washing facilities will be available.
- Vendors will be responsible for all on-site storage, refrigeration, service staff, and methods of customer payment.
- The sale of alcohol is prohibited.
- The sale of bottled water is prohibited.
- Selected vendors will purchase a date-specific event permit from the Town of Duck for \$200, a \$50 temporary food establishment permit fee to Dare County Department of Public Health and retain any and all sales proceeds.
- Vendor will meet all Dare County Health Department Temporary Food Establishment Requirements, including a day of food and site inspection. Vendor will be required to get a Temporary Food Establishment Permit from DCHD.
- All Town Park and Facilities rules and ordinances will be adhered to by the Vendor.
- All Town Facilities are non-smoking.
- Vendor will sign a contract upon acceptance by the Town of Duck.

To Submit a Proposal: Those wishing to provide Food Vendor services shall submit a request for consideration in a sealed envelope marked "Duck Jazz Festival Food Vendor" by Monday, August 26, 2013 at 4:00 p.m. to the Duck Town Office at 1200 Duck Road or mailed to PO Box 8369.

**Proposals Shall Contain the Following Minimum Information:**

- The name of the business, address, and contact information including email and mobile telephone number of Vendor contact person.
- The business must have a Duck storefront located within the zoned commercial areas of the Town of Duck.
- The business must be equipped to provide off site catering.
- The business must be licensed and insured to provide off-site catering. (Please provide copy of license.)
- Information regarding the off-site catering experience of the proposer to include, but not limited to, years of experience, sample events, etc.
- A list of food and beverage items with proposed pricing to be sold at the Duck Jazz Festival. A minimum of two food items is required which may include a vegetarian item or children's item.
- The names and contact information of two (2) references.
- The signature of the proposer agreeing to abide by all Town of Duck regulations.

Miscellaneous Requirements and Regulations:

- All delivery vehicles used by Vendor shall be relocated to a designated parking spot or off site as established by the Town, and shall not be left immediately adjacent to the selling area. All delivery vehicles must be credentialed two weeks prior to the festival.
- The Vendor shall not use any amplification, nor shall verbally seek to attract customers.
- Any signage shall be approved by the Town of Duck and shall relate solely to the products being sold by the vendor at Duck Town Park.
- Vendor may not use the Town of Duck, Duck Jazz Festival, or any related logos in advertising, on merchandise, or for any commercial or personal use without the express written consent of the Town of Duck.
- Vendor may not use any photographs, publicity, or other promotional materials from the Duck Jazz Festival to promote the Vendor's participation in the Festival prior, during, or after; to promote the Vendor's business; or for personal use without express written consent of the Town of Duck.
- The Vendor may be required to obtain food service licenses as required by state and local law, including a Temporary Food Permit from Dare County Health Department.
- Food vendors are prohibited from selling bottled water or canned beverages (carbonated or otherwise) with the exception of un-canned tea, fresh squeezed fruit juices and coffee.
- No other events, businesses, or organizations may be advertised or promoted.
- The Vendor shall always have available hand sanitizer for workers and customers and provide hand washing facilities for staff.
- All employees shall wear suitable attire demonstrating their affiliation with the food vendor, i.e. shirts with logo, jackets with logo etc. or name tag.
- Vendor's employees will not be under the influence of alcohol or consume alcohol during the course of the work day.



- Smoking is prohibited in all Town facilities and at the Town Park and Boardwalk.
- Vendor will be set up and ready to sell by 9:30 a.m. the day of the festival and remain in place until the festival ends at approximately 6:30 p.m.
- The Town of Duck reserves the right to do a background check of the owner and of all employees.

Insurance Requirements:

The selected Vendors may be required to supply the Town of Duck a certificate of insurance listing the Town of Duck as an additionally named insured - \$1 million minimum. Coverage shall be for not less than the following amounts:

General Liability including comprehensive form, premises/operations, underground explosion and collapse hazard, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

- \$1,000,000 Bodily Injury and Property Damage Each Occurrence
- \$2,000,000 Bodily Injury and Property Damage Aggregate
- \$2,000,000 Personal Injury Aggregate

Workers' Compensation and Employer's Liability

- \$500,000 each accident
- \$500,000 Disease - Policy limit
- \$500,000 Disease - Each employee

THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS. THE AWARD OF DUCK JAZZ FESTIVAL FOOD VENDOR PERMITS SHALL BE MADE BY THE TOWN AND IS NOT OPEN TO APPEAL.

Questions and Contact Information:

For questions regarding this Request for Proposal, please contact Denise Walsh, Public Information Officer and Special Events Coordinator, Town of Duck at 252.255.1234.



Please complete and email to Denise Walsh
at events@townofduck.com or
fax to 252.255.1236

---- INTERNAL USE ONLY ----

Application received: _____

Jazz Festival Sponsor: _____

2013 Duck Jazz Festival Food Vendor Application

Business Name _____

Telephone Number _____

Business Address _____

Fax Number _____

Website _____

Social Media handles _____

Contact Name _____

Contact E-Mail _____

Reference #1 Name _____ Phone _____

Reference # 2 Name _____ Phone _____

Application for Duck Jazz Festival

Price Range of Items sold: \$ _____ to \$ _____ *Please include a list of proposed festival menu items and prices.*

Electricity Needs: _____ *The sale of bottled water and alcoholic beverages is prohibited.*

Publicity information:

To have the ability to best describe our vendors we request that you write two or more sentences about your business/offerings.

*Space is limited to three food vendors who meet the qualifications listed. The Town of Duck reserves the right to deny any application.

Application Checklist:

- ☐ Business has storefront located within Duck
- ☐ Business is equipped to provide off-site catering
- ☐ Business is licensed and insured to provide off-site catering (copy of license included with application)
- ☐ List of food and beverage items with pricing is included
- ☐ Two references are included.
- ☐ Applicant understands sales of bottled water and canned beverages (carbonated or otherwise) may be prohibited and only non-alcoholic beverages including un-canned tea, coffee and fresh squeezed fruit juices will be allowed by food vendors.
- ☐ Applicant understands that if selected, a date specific temporary food establishment permit must be obtained from the health department and applicable fees (\$50) must be paid directly to the Dare County Health Department.

General Release & Liability Waiver

The Town of Duck assumes no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges The Town of Duck of any and all claims and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by the Town of Duck. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee.

I authorize the use of digital images, slides, and information herein submitted to The Town of Duck for publicity (both electronic and print usage) and documentation. I have read and understand all information in this application and I agree to comply with all Town of Duck rules and regulations.

Contact #1 Signature _____ Date _____

Contact # 2 Signature _____ Date _____