



# Butner Summer Festival 2024

## Rules, Regulations and Vendor Application

Hosted by The Butner Community Association

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### RULES AND REGULATIONS SECTION

**DATE: Saturday, June 1, 2024**

**TIME: 9:00 AM – 4:00 PM**

**LOCATION: Gazebo Park on Central Avenue in Butner, NC 27509**

The annual Butner Summer Festival, sponsored by the Butner Community Association (BCA), features a Barbeque Chicken Cook-Off competition, live entertainment on 2 stages, a Classic Car show, local craft and food vendors, kiddie activities and raffles.

#### GENERAL INFORMATION

- **Directions** - from I-85 take Exit 189 and head west toward Butner. This will take you directly to the event on Central Avenue and you will eventually reach the street barricade. Vendor Passes are required to enter the park area and you will be directed on how to enter and where to park. Gazebo Park is directly across the street from Butner Town Hall, 415 Central Avenue, NC 27509.
- **Admission** - and parking is free, but the BCA reserves the right to ask anyone to leave who is disruptive to the event or refuses to adhere to established event rules.
- **Outdoor, rain or shine event.** Application fees and deposits will not be refunded in the event of weather, cancellations, or no-shows.
- **“No Pet Policy”.** This event has a strict “No Pet Policy” for all pets. Certified service animals are the only exception.
- The event sponsor is not responsible for items broken, lost, or stolen, or for accidents or injury incurred during the event.

#### VENDOR GUIDELINES

- **Vendor Registration** - The deadline for Vendor Registration is May 11, 2024, or when allocated spaces are “sold out”. Vendor Application status and space assignments will be included in your Vendor Packet and mailed to the address you provide, by May 1, 2024.
- **Vendor Selection** - It is the sole decision of the BCA to select vendors, on a first-come first-served basis, that provide the festival with a variety of quality vendors. Our goal is to limit “same type” vendors, to help our chosen vendors to do well.



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- **Vendor Spaces** – Spaces are assigned once complete application and payment is received. No spaces are held for anyone. Vendor spaces are 12' X 12' in size and cost \$90.00 per space. All parts of your setup, including tent stakes, poles and trailer tongues, must reside within your paid space. Make sure you purchase the correct number of spaces for your business. **If you exceed the 12' X 12' width or depth of your assigned space, you may be charged extra.**
- Vendor locations will be identified Thursday afternoon, prior to the event. **Trailers must be positioned and in place on Friday night, May 31, 2024 by 10:00 pm. Site setup must be completed before 7:30 am on Saturday, June 1<sup>st</sup>.**
- On event day, Central Avenue will close at 6:00 am and vendor passes will be required to enter the Gazebo Park area. Event coordinators and Butner Public Safety will be available at the barricade to direct you to your space.
- Vehicles must be unloaded and moved out of the Gazebo Park area by 7:30 am the day of the event, no exceptions.
- **Gazebo Park has many electrical hook-ups, and where possible, we prefer that you use them instead of gas-powered generators, which cause festival air and noise pollution. You are responsible for supplying your own connecting power cords. If you require electricity, please bring your usual power source just in case an electrical outlet is not near you.**
- Vendors are limited to (1) electrical connection.
- Vendor booths must remain in place until 4:00 pm, to minimize disruption to the event. Traffic will not be allowed in/out of the park, until the event ends at 4:00 pm. All vehicles and equipment must be removed from Gazebo Park by 6:30 pm.
- All Vendors are responsible for cleaning up their area of all debris, including food, before leaving the event. Please bring trash bags/containers to collect your garbage and make sure it is deposited in one of the on-site dumpsters.
- We provide trash containers at the event for the vendors. Do not discard your trash or debris in these dumpsters or in the surrounding woods around the park.
- All boxes are to be broken down, flattened, and placed in the trash dumpsters. Broken items like equipment, grills, chairs, coolers, and tents must be taken off site for disposal and not placed in our dumpsters.
- Water hook-ups are not available at the event, you must bring your own water.



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### FOOD VENDORS

- Food Vendors must specify the top 5 food items they will be selling. These should be based on the products you typically sell.
- All Food Vendors must provide a self-contained water source, soap and paper towels for washing of employee's hands, surfaces and cooking equipment.
- Food vendors MUST place a protective layer beneath grills/cookers to protect the ground / pavement from grease spills. Violations will result in \$50 clean-up fee and possible forfeiture of future festivals.
- Kitty litter or some type of absorbent material should be on-hand for accidental spills.
- **Disposal of grease in festival or town dumpsters is prohibited** and violators will jeopardize their future participation in the event.
- The (BCA) is committed to providing a safe and healthy event and we work closely with the Granville County Health Department to make sure all county health regulations are met. Please make sure you are aware of and follow the requirements / regulations listed below, as well as county Health Department requirements. Food vendors are responsible for displaying current food permit numbers. Contact the Granville County Health Department at 919-693-2688 for more info.
- **If you use heat at your site to cook or clean, you must have a working fire extinguisher with a current inspection date. This includes, but is not limited to, grills, heating elements, stoves, and fryers.**
- Work areas are to be kept clean and food, utensils, and equipment must be protected from dust and insects.
- Grills and utensils should be cleaned and maintained in a sanitary manner and each vendor should be prepared to demonstrate the ability to heat water for washing utensils, pots, and pans if asked.
- Coolers or refrigeration must be used to preserve food where necessary.
- Vendors are not allowed to give away free food or drink, including bottled water. This is to respect / protect other vendors who may be selling the same products.

\*\*\* By signing below, you acknowledge that you received, read and are aware of the festival's rules and regulations referenced above.

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Signature Confirms Acceptance of these Rules

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Date



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### VENDOR APPLICATION SECTION

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

- **Vendor Type** - (circle one) For Profit, Non-Profit, Public Service
- **BBQ Chicken Cook-Off Contestant**                      **Yes**    **No**    (see page 6 for rules)
- **Category** - (circle one): Food, Crafts, Retail Merchandise, Games / Rides, Other.
  - If Other - (Explain \_\_\_\_\_)
- **Non-Profit Tax ID Number:** \_\_\_\_\_
- **Food Vendors - List the top 5 items you plan to sell:** \_\_\_\_\_

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○ **“For Profit” Food Vendors must display their valid NC Health Permit number or risk being closed by the county health department.**

○ List your NC Food Service Permit here. Permit #: \_\_\_\_\_

○ If you are a food vendor, can we **share your contact info** with other organizations seeking food vendors? Please sign, if we have your permission. \_\_\_\_\_

○ **Vendor spaces are 12' X 12' in size and cost \$90.00 per space. All parts of your setup, including tent stakes, poles and trailer tongues, must reside within your paid space. Make sure you purchase the correct number of spaces for your business. If you exceed the 12' X 12' width or depth of your assigned space, you may be charged for an extra space.**

○ **Vendor Spaces requested** - \_\_\_\_\_                      **Total Cost - (# of spaces x \$90.00)** \_\_\_\_\_

○ **Vendor Site Layout** - You must include a hard copy, sketch or picture showing the proposed setup of your site. Tent(s) \_\_\_\_\_ Trailer(s) \_\_\_\_\_ Dimensions: \_\_\_\_\_ (Road Frontage) \_\_\_\_\_ (Depth) \_\_\_\_\_.



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- Gazebo Park has electrical outlets throughout most of the park and they all support 30 AMP Hook-ups, so generators are discouraged. **You must provide your own power cords to reach the outlets.**
  - Will you be using a generator? (circle one) Yes    No    How Many \_\_\_\_\_
  - If you are using your own generator, please explain why.
- 

**This form is an application to participate and is not a guarantee.** Applications will be reviewed, and you will be notified of the status, via the address information you provide. If you are not selected this year, your uncashed check will be returned.

**To Receive a Vendor Packet: APPLICANTS MUST return the following:** to: BCA, PO Box 146, Butner NC 27509.

- **Completed, signed application in 2 places**
- **A stamped, self-addressed business envelope**
- **Personal check or money order, made payable to BCA**
- **Site sketch / picture**

**\*\*\* Incomplete applications, missing self-addressed, stamped envelopes or incomplete payments, will not be accepted, and will delay the process!**

**The postmark cut-off date for Vendor Applications is May 11, 2024.**

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Signature for Application

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Date

***All Fees are Non-Refundable After MAY 25th.  
For Questions/Cancellations Call Leslie Kaufman at 919-819-0495***



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### COOK-OFF CONTEST RULES SECTION

This section is only applicable if you are participating in the Barbeque Chicken Cook-off Contest.

1. You must sign and return this entire document, signing all 3 sections.
2. Cook-off contestants must adhere to all event rules, like all other vendors, and must meet Granville County Health Department requirements. Please refer to section under Food Vendors for other health guidelines procedure.
3. Cook-off contestants are required to cook a minimum of 25 chickens (50 halves) at the event. All cooking must occur at the event and **NO PRECOOKING IS ALLOWED.** Cook-Off contestants are also allowed to sell their chickens to the public.
4. One, barbecue half-chicken plate, will be collected from each contestant, at 11:00 am for judging.
5. Entries will be judged in four categories: 1) Appearance, 2) Taste, 3) Sauce coverage throughout the chicken, and 4) Tenderness / doneness. After the judging is complete the top three contestants will be asked to appear on stage and the third, second and first place awards will be announced, and asked to pose for pictures.

**If you have specific questions about the cook-off contest, please contact Judy Cheek at  
(919) 906-7025.**

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Signature of Contestant

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Date

All information contained herein is subject to change without notice.