



# Jacksonville's Jamboree

City of Jacksonville  
Recreation & Parks

100 Recreation Lane  
Jacksonville, NC 28541  
www.ci.jacksonville.nc.us  
938-5312



November 3, 2016

Dear Vendors and Exhibitors:

You are invited to participate in Jacksonville's Jamboree, which will be held on Saturday, May 6, 2017. The festival area will be open to the public on Saturday, May 6 during the hours of 10AM until 6PM and will be located at the Jacksonville Commons Recreation Complex. The application for booth space is enclosed and we ask that you read the Vendor Information **carefully**.

This is an outdoor event which is open to all artists and exhibitors. Every effort will be made to avoid the duplication of products being sold/displayed at this event and booths will be sold on a first come, first served basis.

To become a vendor or exhibitor at Jacksonville's Jamboree, you must **fully** complete the application, submit payment of **all** fees, hereby accepting and agreeing to **ALL** of the guidelines. All vendors, new and returning, **MUST** submit current photos of all saleable items. We ask that food vendors provide us with a menu. Incomplete applications will not be accepted.

#### PLEASE NOTE:

- No flea market/used items are allowed.
- No pets, skateboards, bikes or scooters are allowed within your booth area.
- Certificates of insurance may be required, please read the enclosed information.
- We require that you provide a copy of your Certificate of Registration from the NC Dept. of Revenue.

Having 7,000+ in attendance in 2016, Jacksonville's Jamboree 2017 is sure to be a success with your participation. We are here to provide our assistance. Please contact Mike Wetzel at 910 938-5307 or email [mwetzel@jacksonvillenc.gov](mailto:mwetzel@jacksonvillenc.gov).

Sincerely,

Mike Wetzel

Vendor Committee Chairman



## General Vendor Information

- Set up time is Saturday, May 6, 2017 from 7:00AM until 9:00AM.
- ALL Festival areas will be open to the public on Saturday, May 6, 2017 from 10AM until 6PM.
- Booth sizes: Food vendors-12'x20', Festival vendors-10'x10'
- Vendors are not allowed to set anything up in front, behind, or beside the assigned booth space. If you require additional space, a second booth can be purchased.
- **Jacksonville's Jamboree will be held "Rain or Shine".**
- No generators will be permitted in the Festival area and there is **NO ELECTRICITY** available.
- No amplified sound is permitted.
- Vendors must provide their own tables, tents, tables, chairs, etc. Nothing can be placed in the ground such as stakes for your tent, **so please be prepared in case it is a windy day.**
- No pets, skateboards, bikes or scooters are allowed within your booth area.
- Vendors are encouraged to bring hand carts to assist with the unloading and loading of your items. Volunteers will be on hand to assist with the set up and take down of booths.
- When you arrive the morning of May 6, 2017, you will be provided with a vendor packet that will contain your booth location and parking pass.
- Alcohol, drugs or drug paraphernalia are strictly prohibited on City of Jacksonville property and in the Jamboree areas.
- **Cancellations will only be accepted until April 21, 2017 and must be made in writing.** There will be a \$25 Administrative fee for all cancellations. NO REFUNDS will be issued after April 21, 2017.
- All applications must be signed and accompanied by **NC Sales & Use Tax Number or a copy of your Certificate of Registration with NC Dept. of Revenue, full payment of booth fees and photos of saleable items. NO EXCEPTIONS!** [www.dorncc.com/electronic/registration/index.html](http://www.dorncc.com/electronic/registration/index.html)
- No raffles are permitted within the Jamboree area.
- No bottled water or carbonated drinks may be sold or distributed in the Festival area.
- Vendors cannot sublet, assign, donate or trade their space.
- Vendors will be responsible for the proper disposal of their waste/trash. Receptacles will be provided throughout the Festival area.
- The City of Jacksonville, Jacksonville's Jamboree Committee, its employees and volunteers will not be held responsible for loss or damage before, during or after the Jamboree.
- The City of Jacksonville or Jacksonville's Jamboree Committee are not liable or responsible for delays, cancellation, or postponements of the Jamboree or events within the Jamboree due to inclement weather, acts of war, government action, strikes or other matters beyond its control.

## Amusement Ride Vendor Information

- Amusement ride and petting zoo/animal ride vendors will be **required** to provide a Certificate of Liability Insurance with the following **30 days prior to the event**:
  - Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate
  - Automobile Liability Insurance-\$1,000,000 Single Limit
  - Workers' Compensation Insurance in accordance with North Carolina Statutory Limits
  - **PLEASE NOTE:** the City of Jacksonville, PO Box 128, Jacksonville, NC 28541 must be listed as the Certificate Holder and as an additional insured with regards to General Liability and Automobile Liability. The insurer must be licensed in the State of North Carolina. For questions regarding insurance, please contact Amanda Griffith at 910-938-5314 or [agriffith@jacksonvillenc.gov](mailto:agriffith@jacksonvillenc.gov).
- Amusement rides/corrals should be set up the afternoon on May 5, 2017, but there will be NO security provided. Vendors do so at their own risk.
- Vendors must have all local, state or federal permits on hand as required.
- All waste created by animals must be disposed of properly by the vendor throughout the event hours.

## Food Vendor Information

- The preparation of food for sale to the public is specifically governed by the regulations of the State of North Carolina Department of Health.
- Food can **only** be provided to the public through a self-contained/mobile unit which meets the specific regulations of and has been permitted by the NC Department of Health.
- JRPD will contact the Onslow County Environmental Health Department to obtain required permits. **This must be done no later than 15 days prior to the event.** It would be advised you contact them as well.
- Pre-packaged food which has been prepared at a licensed restaurant or company and is available for purchase in a pre-packaged form is permitted to be sold or otherwise vended at the Jamboree.
- Vendors must provide their own potable water. No water connections are available in the Festival area.
- A hand washing station with soap and single use hand towels must be provided.
- All food vendors must follow all federal, state and local food handling regulations.
- There is no dumping of grease/cooking waste in the park, **NO EXCEPTIONS!** Vendors found in violation will be asked to leave the event immediately with no refund of booth fees.
- Please be sure to have enough supplies on hand for the entire event, as vehicles will not be permitted in the festival area once the event begins.
- Food vendors will be **required** to provide a Certificate of Liability Insurance with the following **30 days prior to the event:**
  - Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate
  - **PLEASE NOTE:** the City of Jacksonville, PO Box 128, Jacksonville, NC 28541 must be listed as the Certificate Holder and as an additional insured with regards to General Liability and Automobile Liability. The insurer must be licensed in the State of North Carolina. For questions regarding insurance, please contact Amanda Griffith at 910-938-5314 or [agriffith@jacksonvillenc.gov](mailto:agriffith@jacksonvillenc.gov).
- Menu items must be pre-approved by the Jacksonville's Jamboree Committee, so please include a sample menu with your application. The Jacksonville's Jamboree Committee will make every effort to avoid multiple vendors with the same products.
- Once your vendor trailer is in place, the vehicle towing it must be removed no later than 9:00AM. Vehicles will not be allowed in the festival area once the event has begun.
- Please bring waste receptacles and the plastic liners for them. Parks staff will be emptying the trash receptacles periodically throughout the event time.
- There is **NO ELECTRICITY** or **WATER** available in the festival area.
- All food vendors **not operating in a NCDOT licensed truck or trailer** must be ready for a Fire Inspection no later than 9:30AM. **NO EXCEPTIONS!**

### FOOD VENDOR CHECKLIST FOR JACKSONVILLE'S JAMBOREE

- |       |   |
|-------|---|
| _____ | Permit from Onslow County Health Dept           |
| _____ | Potable water                                   |
| _____ | Health Dept. approved hand washing station      |
| _____ | Container for grease disposal                   |
| _____ | Ice and appropriate storage for                 |
| _____ | Trash receptacles and liners                    |
| _____ | Food grade plastic gloves                       |
| _____ | Sanitizing solutions if using wet wiping cloths |