NORTHERN OUTER BANKS

2026 Whalehead's Christmas Craft Village

November 27, 2026
Historic Corolla Park
11:00 AM – 4:00 PM

VENDOR CONCESSION AGREEMENT

RETURN TO: Currituck County Department of Travel and Tourism
Samantha Payne, Events Coordinator
PO Box 431
Corolla, NC 27927
Phone: 252-453-9040, Ext: 228
Email: samantha.payne@currituckcountync.gov

The below named vendor/concessionaire agrees to hold harmless Currituck County and its agents, representatives, and employees from and against claims, damages and losses and expenses including reasonable attorneys' fees in any case where it shall be necessary to file an action: (1) arising out of the performance of the work herein which is one for bodily injury, illness or death or for property damages including loss of use; and (2) caused in whole or in part by the vendor's concessionaire's negligent acts or failures to act or that his agents, employees, contractor(s), or subcontractor(s) or anyone employed by them for whose act the vendor/concessionaire may be liable.

BUSINESS/GROUP/INDIVIDUAL NAME: NON-PROFIT? Y N (Circle One)

_____

Contact Person: _____

Physical Address: _____

City/State/Zip: _____

Mailing Address: _____

City/State/Zip: _____

Phone (Office): _____ Cell: _____

FAX: _____

Email: _____

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PRODUCTS: List all items to be sold and include prices for combos – such as, sandwich, chips & drink – list the total price for the combo. Use an additional sheet if necessary.
(Any/all items not approved for sale will be deleted on form returned to vendor.)

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

_____ Price _____

Provide a description of the space you require for set up. Include a number and size of tents, if applicable. (Notes: Vendors must provide their own tents, tables, chairs, and equipment.)

Confirmation of Electrical Needs (check all that apply)
_____110v 20 amp
_____110v 30 amp
_____110v 50 amp
_____Other

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VENDING DETAILS AND REGULATIONS

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1. **Vendor Registration Requirements:** Your application is not complete without the following **(1) -** Independent Contractor Agreement, **(2) -** Health Dept. Application and **(3) -** a valid Certificate of Insurance on file.
2. **Due Date: (2)-Independent Contractor Agreement, (3)- Health Dept. Application, (4)-Certificate of Insurance (SEE # 1): November 1, 2026**
3. **No Show Policy:** All vendors are required to give **30** days' notice of cancellation to the event coordinator via email. Vendors failing to meet this requirement will need to show proof of emergency circumstances **i.e**. Death of immediate family member or medical emergency, Acts of Nature (e.g. hurricane, tropical storm, fire, flood), riot, or accident. Currituck Travel and Tourism reserve the discretion to deny future vendor participation in Christmas Craft Village and any other event sponsored by Currituck Travel & Tourism.
4. **Health Department Requirements**: Each food vendor must comply with applicable North Carolina Department of Environment, Health and Natural Resources rules governing the operation of a temporary food stand (Sec. 2635). In addition, each vendor/concession shall conform to all Federal, State, and County rules and ordinances applicable to operation of a temporary vendor and/or food concession. Provide Event Coordinator with a copy of your application. Event Coordinator will submit to the Health Department.

   Temp. Food Establishment Application Can Be Found Here
   Temporary Food Establishment Checklist

5. **Vendor Fees:** There are no vendor fees for the 2026 Whalehead's Christmas Craft Village.
6. **Insurance:** Each vendor is required to provide Currituck County a Certificate of Insurance, in the amount of $1,000,000.00 naming County of Currituck as the "additional insured" (Make sure box is marked with the **x**). The "certificate holder" should read, County of Currituck, 153 Courthouse Road, Currituck, NC 27929. ***Your company will not be able to work on the property without this COI on file. Please submit your COI and Independent Contractor Agreement no later than November 1, 2026.**
7. **Load In/Load Out:** Vendor/concessionaire may begin setting up as early as 8:00 am on day of event and **must be ready for Health Department inspection no later than 10:00 am**. Once you are inspected you are free to sell. Tear down must be completed no later than 6:30pm on day of event. All vendor supplies must be delivered, and vehicles removed from the area at least 1 (one) hour before the event's beginning. Vendors are required to park in the designated vendor parking.

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8. **Photography/Video Consent:** Please note that by participation in the event, the vendor/concessionaire grants permission of photo and video to be used for the marketing purposes of Currituck County Travel &Tourism.
9. **Other (Items 8-11)** each food vendor must provide U.L. approved (outdoor) electrical cords as needed.
10. Vendors must provide their own water, portable water hoses, carry containers, and self-contained wastewater containers. (Portable water is not available at Historic Corolla Park.)
11. Electrical cords must be securely anchored to meet all safety regulations.
12. Sirens, bells, amplifiers, flashing lights or any equipment causing annoyance is forbidden, unless agreed to by the County Manager.

I acknowledge that by signing this Vendor/Concession Agreement, I will adhere to the following vending details and regulations:

****If the above details and regulations are not observed, vendor/concessionaire will vacate his/her space and will not be contracted for future events.

_____ _____

Authorized Signature for Vendor Authorized Signature for Currituck County

_____ _____

Date Date


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