



FOOD VENDOR CONCESSION AGREEMENT

EVENT: Christmas Craft Village

DATE(S): November 28, 2025

PLACE: Whalehead in Historic Corolla Park

TIME: 11am-4pm

AGREEMENT/APPLICATION

WAIVER (*Signature Required*)

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: _____

Contact Person: _____

Authorized Signature for Vendor: _____ Date: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone (Office): _____ Cell: _____

Email: _____

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.

Please note: If any item is not approved, you will be contacted and a new vendor concession agreement will be required.

_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____
_____	Price _____

Confirmation of Electrical Needs (check all that apply):

_____	110v 20 amp
_____	110v 30 amp
_____	110v 50 amp
_____	Other

VENDING DETAILS AND REGULATIONS

I acknowledge, that by signing this Waiver and Agreement/Application, I will adhere to the vending details and regulations. Failure to do so could result in being directed to vacate the assigned space and to not be allowed to participate in future events (please initial the following):

1. _____ **Vendor Registration Requirements:** Your application is not complete without the following:

1) - Health Dept. Application

2) – Liability 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.**

2. _____ **Due Date for Health Department Application and Certificate of Insurance:** **November 3, 2025**

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. The Currituck Department of Travel and Tourism reserves the discretion to deny future vendor participation and any tourism sponsored events if the vendor fails to follow participation requirements.

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.

1) - Provide the event coordinator with a copy of your application.
2) - The event coordinator will submit to the Health Department.

If a Temp. Food Establishment Application or a Temporary Food Establishment Checklist is needed, contact Taylor Pless at 252-453-9040.
5. **Vendor Fees:** There are no vendor fees.
6. **Load In/Load Out:** Vendor/concessionaire may begin setting up as early as **8 am/pm** on day of event. Once you are inspected you are free to sell. Tear down must be completed no later than **7 pm**. 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. **NO VEHICLES WILL BE ALLOWED ON SHOW SITE DURING SHOW HOURS.**
7. **Electrical:** Food vendor must provide U.L. approved (outdoor) electrical cords as needed and electrical cords must be securely anchored to meet all safety regulations.
8. **Water and Waste:** 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.)
9. **Other:** Sirens, bells, amplifiers, flashing lights or any equipment causing annoyance is forbidden, unless approved by the County Manager.
10. **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.

RETURN TO:

Taylor Pless, Assistant Promotions & Events Coordinator
Currituck County Department of Travel and Tourism
PO Box 431
Corolla, NC 27927

Phone: 252-453-9040

Email: taylor.pless@currituckcountync.gov