



**300 W Crowell, PO Box 69, Monroe, NC 28111-0069**  
**Attention: Ryan Jones, Parks and Recreation**

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## **SPECIAL EVENT FOOD VENDOR**

### **Food Vendor Regulations for City of Monroe Special Events**

1. Vendors must complete the City of Monroe Food Vendor Application and obtain all permits required. Incomplete or late applications will not be accepted.
2. It is the responsibility of the vendor to contact the City of Monroe at least two weeks prior to an event to set up an arrival time. When you arrive someone from the City must meet you and make sure you are setting up in the correct location!
3. General Vendor setup, on the day of the event or prior, is as determined by the City. All equipment must be removed immediately from the site at conclusion of event and location must be cleaned. All vendors are required to stay open until the end of the event. Vendors have one hour after the event is over to dismantle and leave the area. Vendors are required to leave their areas clean and litter free and properly dispose of all waste.
4. Any vendor using cooking oil/grease **MUST** have a container to store used oil/grease. **ABSOLUTELY** do not throw used oil/grease into trash containers, on grounds or streets in Downtown Monroe. Non-Adherence to this policy will result in immediate revocation of your application and participation in City events
5. Vendors are allowed to set up in their assigned space at the time specified. If you have signed up to attend but for some reason are unable to attend, please contact the City immediately.
6. **RULES ON FOOD DUPLICATION:** The City of Monroe works diligently to make sure that there is a variety of food served at any of our events; however, we cannot always insure that this will not result in some duplication. The City reserves the right to ask any vendor to stop selling an item at any time. We want to make the events profitable for everyone and at the same time offer a diverse menu. **NO food exclusives are offered, implied nor guaranteed. The City does reserve the right to negotiate food exclusives at its discretion.**
7. Vendors cannot bring or drink alcoholic beverages on site. Vendors are allowed to sell food/snack items only, no other vending is permitted.
8. Vendor may sell soft drinks, water, iced tea, lemonade and other approved non-alcoholic beverages. Ice is the responsibility of the Vendor; the City will not provide or sell ice. All beverage items must have prior approval of the City.
9. Only City approved non-profits are allowed vending of alcoholic beverages. All alcohol sales, at specific event, must be approved by City Council.
10. **RULES ABOUT HEALTH DEPARTMENT INSPECTIONS:** Vendors are required to contact the Union County Health Department and comply with all permit, application and fee requirements. Late and incomplete applications will not be accepted. It is the sole responsibility of all vendors to adhere to all Health Department inspections and requirements. The City is not responsible for making sure your vendor unit is inspected or in compliance with regulations. If you have any

questions concerning your unit and regulations please call Union County Environmental Health at 704.283.3553. Vendors must operate within the guidelines and deadlines of the Union County Department of Environmental Health and the City of Monroe Fire Department. Inspection of all food vendors will occur prior to each event by Union County Department of Environmental Health.

11. Each vendor must provide trash receptacles, tables, chairs, canopies, etc. at the site. Vendors using tents and air supported structures in excess of 200 square feet and canopies in excess of 400 square feet must obtain a permit from the Monroe Fire Marshal's Office through the City of Monroe Permit Center, City Hall.
12. All vendor spaces are typically 10 X 20 (parking space). Vendor space may vary in price due to location and size of space. Due to the limited site area vendors with trailers will **not** be allowed to leave trucks hooked up to units or parked on the street within the event area.
13. If using equipment that produces heat or flame such as cooking equipment or propane gas, you must have an ABC Fire Extinguisher (2A10BC type).
14. If using electrical equipment, it must be listed and in good working condition.
15. All vendors must sign and return the enclosed waiver of liability agreeing to hold harmless the City, sponsors and volunteers of City of Monroe events.
16. Vendors sell and retain all proceeds from their sales, unless a percentage of sales agreement is in effect.
17. Vendors must obtain all permits and licenses required by the City, County and State and must pay all City, County and State taxes. Vendors must supply proof of County and State licenses prior to set up.
18. Vendors must supply their own booth, tent or trailer, equipment, inventory, trash containers, fire extinguishers, power cords, water and serving personnel. The City may provide access to electric power supply, if not; it is the responsibility of the vendor to provide any power needs. Water will not be supplied, unless stated.
19. General vending hours are determined by the City on event dates.
20. Payment is due in full. **NO PARTIAL PAYMENTS, NO EXCEPTIONS!**
21. Non-adherence to any of the rules and regulations may result in forfeiture of your participation in future City events.
22. Due to the nature of our revitalization efforts Downtown restaurants and businesses are given priority for all events held in the Downtown area. All other vendors are solicited by the City as needed.

## **Selection Criteria and Process**

Selection of food vendors is based on several criteria. These include, but are not limited to: quality, value and uniqueness of proposed menu selections, experience in high-volume food service at events, level of professionalism exhibited by signage, equipment and set-up, and local or regional representation.

## **Menu Selection and Policies**

As part of the application process, vendors are required to submit a proposed menu including prices. Selection of vendors is based, in part, on menu items offered as well as value to the patron. Selected vendors may only sell those items listed in their contract and must sell them at the prices specified.

## **Insurance Requirements:**

A certificate of insurance is required naming the City of Monroe as additionally insured and must be attached to your application and returned to the City as soon as possible.

The City shall be named as an **additional insured** on the Certificate. The statement should read **“The City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate.”** in the Description of Operations section at the bottom. ISO form 20 10 (3/97) is typically used for the endorsement. It is required that coverage be placed with **“A”** rated insurance companies acceptable to the City. \$1,000,000 general liability coverage combined single limits per occurrence applicable to claims due to bodily injury and/or property damage coverage for both bodily injury and/or property damage (required by insurer).

## **Non Discrimination Clause**

The City of Monroe shall not discriminate against any independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age or sex. The Owner/Contractor/Subcontractor shall take affirmative action to insure that applicants are employed and that employees or agents are treated during employment without regard to their race, color, religious creed, handicap, ancestry, national origin, age or sex.

**NON-ADHERENCE TO ANY OF THESE RULES MAY RESULT IN FORFEITURE OF FUTURE PARTICIPATION IN CITY EVENTS. BY PARTICIPATING, VENDORS ARE AGREEING TO HOLD THE CITY OF MONROE AND ITS SPONSORS HARMLESS FOR ANY ACCIDENTS WHICH MAY ARISE.**



**OFFICE USE ONLY**

Event Name / Year \_\_\_\_\_  
 Date Received \_\_\_\_\_ Time \_\_\_\_\_  
 Amount Paid \_\_\_\_\_ Check No. \_\_\_\_\_  
 Cert. of Insurance \_\_\_\_\_  
 Business License \_\_\_\_\_ Permits \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Complete application Yes/No \_\_\_\_\_  
 Notes: \_\_\_\_\_

**300 W Crowell, PO Box 69, Monroe, NC 28111-0069**

**Attention: Ryan Jones, Parks and Recreation**

**SPECIAL EVENT FOOD VENDOR APPLICATION**

Business Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax ID number: \_\_\_\_\_

e-mail: \_\_\_\_\_

Electrical Hook-Up Needed (**if provided**)? \_\_\_\_\_( Yes ) \_\_\_\_\_( No )

120 volt outlet provided to Vendor. Any requirements that differ are the responsibility of the vendor.

**Location**

All spaces will be located within the designated festival area as determined by the City and will be selected based on the space and electrical requirements of each vendor. All vendors will be notified of their specific location.

**Menu:**

Please list and price all menu items to be sold including beverages. Food items ONLY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Events Vended:** (event name, city, contact name & number)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**References:** (name, telephone, email)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**All checks should be made payable to City of Monroe and mailed to:**

**Vendor  
City of Monroe  
PO Box 69  
Monroe, NC 281110069**

**ATTN:**

### **Hold Harmless Agreement**

I, \_\_\_\_\_, do hereby agree to indemnify and hold harmless the City of Monroe and their respective officers, agents members and employees of any sponsoring organization, underwriters, individually or collectively, from all fines, penalties, liabilities, losses, claims, injuries, damages and expenses, including court costs and attorney's fees, incurred or suffered as a result of or relating to my participation in any City of Monroe event or pre-criterium event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

***I agree by signing above that I have received, read, understand and comply with all Vendor rules and regulations set forth by the City of Monroe.***

### **IMPORTANT**

***Please return COMPLETED application form including the following:***

- ***Insurance information***
- ***Tax ID number***

***Also include any supporting documentation per application and payment in full for consideration. Selection made from complete applications only. Incomplete applications will not be considered. Check of Vendors not selected will be returned.***