



# Under The Oaks Art Festival

June 17<sup>th</sup> & 18<sup>th</sup>, 2025

10 AM – 5 PM

Historic Corolla Park

**APPLICATION DUE:** April 30<sup>th</sup>

## VENDOR CONCESSION AGREEMENT

**RETURN TO:** Currituck County Department of Travel and Tourism  
Taylor Pless, Events Coordinator  
PO Box 431  
Corolla, NC 27927  
Phone: 252-453-9040, Ext. 230; FAX: 252-457-0129  
Email: tpless@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.

NON-PROFIT:    Y        N  
(Circle One)

BUSINESS/GROUP/INDIVIDUAL NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE (OFFICE): \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

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.  
(Any/all items not approved for sale will be deleted on form returned to vendor.)

_____	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 amps
- \_\_\_\_\_ 110v 30 amps
- \_\_\_\_\_ 110v 50 amps
- \_\_\_\_\_ Other



## VENDING DETAILS AND REGULATIONS

### **Under the Oaks Arts Festival**

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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): April 30, 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. Currituck Travel and Tourism reserve the discretion to deny future vendor participation in Under the Oaks Arts Festival 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 2025 Under the Oaks Arts Festival.
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 April 30, 2025.**
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 9:30 am**. Once you are inspected you are free to sell. Tear down must be completed no later than 8:30 pm on last day of event(s). 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.
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.

\*\*\*\*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