

**4th of July Celebration
29 June 2024
Food Vendor Application
FMWR Special Events
Fort Liberty, North Carolina**

OFFICE USE ONLY

Date Rec: _____
Payment Info: _____
Amount: _____
Received By: _____

Mail to:
IMBG-MWR-E
Directorate of Family and MWR
Attn: Recreation Division - Special Events
P.O. Box 70059
Fort Liberty, NC 28310-5000
Phone: 910-908-5977
Fax: 910-396-7224
[Email for questions](#)

Vendor Application

PRINT OR TYPE

Company Name:

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____ **Fax:** (_____) _____

Contact: _____ **E-mail:**

DUNS number: _____

Please note completion of this application does not guarantee acceptance. Special Events will review all applications and notify selected vendors no later than **26 April 2024.**

Space Fee: \$500 per 10x10 space; \$800 per 20x20 space. Additional space may be purchased for \$40 per linear foot. Maximum of three 20x20 spaces per vendor. Fee per space includes electricity and water (shared water trailer). Expected attendance – 70,000

Your application is due no later than 1 April 2024.

Designated Space for Tent/Canopy:

How many and what size space(s) do you require?

10x10 _____

20x20 _____

Do you require Additional Space? Yes: ____ No: ____

How much space do you need?

*Tents are not provided by DFMWR

Self-Contained Units:

What size is your Self Contained unit (incl. tongue & hitch etc)? _____

Do you require Additional Space? Yes: ____ No: ____

How much total space do you need? _____

Please Designate Type of Unit: Truck Trailer Cart

On which side of the trailer is your marquee located (ie, driver's side or passenger side)?

All:

Electricity required: Yes: No:

If so, **how many hook-ups and what type do you need** (each quad box has 4 110v outlets):

110V Quantity _____

220V Quantity _____

Please list the type of electrical plug or connection you have (please describe below)?

Send a picture of your plugs or list them by the NEMA number (example L14-30P or 4-50P). If we do not receive pictures, or the NEMA number, we cannot guarantee we will have the proper hook-ups for you when you arrive.

Are you using propane: Yes: No:

Layout: Please attach a layout of your setup, identifying the location of tables, cooking instruments, propane, locations where outlets needed and number of staff.

Menu: Please attach a copy of your menu and pricing per item.

DD2970: Please fill out and attach along with application.

Vending Details

1. Vendor will provide a detailed menu, to include selling prices, along with your application to **Dawn James** no later than **1 April 2024**.
2. Total payment is due no later than **15 June 2024**. **Be mindful we cannot accept any monies until the contract has been issued.**
3. Vendor cannot sell or consume alcoholic beverages and smoking is permitted only in designated areas.
4. Potable water will be available via military water trailers for this event.
5. Vendors using grease products must ensure ground is covered to protect area from grease spills. **Failure to do so may cause automatic denial of future vendor application requests and incur an additional fee for clean-up.** Vendors are responsible for the cost of any environmental clean-ups for spills and other contamination of the environment associated with his operations, and will reimburse the IMWRF or Fort Liberty for any fines, penalties, or administrative fees assessed by Federal, state, or local environmental regulatory agencies.
6. Vendor must fill out DD Form 2970 and return with application.
7. **All food vendors may begin setup on 28 June, 08:00 a.m. There is a MANDATORY Fire and Safety Inspection, time TBD.** Power will be provided, time TBD. Tear-down may only begin at the conclusion of the fireworks show. Vendors will be asked to arrive during specific time slots on TBD for pre-health inspections and the fire and safety inspections.
8. All goods and/or services sold to the general public will be paid for in cash or credit card. Prices will be posted for the public to view. **Large print menus with prices will be posted in front of every food vendor with the vendor's name printed clearly at the top. Menus will be displayed in a way that the prices cannot be changed (no chalk/dry erase boards). Final menu with pricing will be submitted NLT 7 June, 2024.** Vendors will receive 100% of all cash sales and shall be responsible for controlling and safeguarding their individual receipts.
9. The Special Events staff will not be responsible for any loss or thefts incurred while on contract. Vendor will take full responsibility for the security of their items.
10. All sales are between the vendor and buyer. The Special Events staff will not assume any responsibility for dissatisfaction resulting from sales. There will be no refunds.
11. There are no restrictions on duplication of food items.
12. Release and Hold Harmless Agreement: The Contractor shall release and discharge the NAFI and the United States Government from any claims of third parties arising out of or from accidents or incidents involving acts or omissions of the Contractors, its officers, agents, or employees, occurring as a result of performance of the terms and conditions of this contract or as a result of the operation of NAFI furnished equipment or materials, if any, or of the performance of the services under this contract
13. As a vendor, **you are responsible for providing a tax exempt number or social security number and a UEI number which has taken place of the DUNS number for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Special Events.** The fund retains the right to inspect the operation to include sanitation and food preparation throughout the duration of the contract period. Failure to maintain acceptable sanitary standards and/or correct noted deficiencies will be cause for termination without further notice.
14. All vendors must complete an 889 form version 5.

Health Department Regulations

Vendors will comply with all Fort Liberty Preventive Health Activities regulations. The below list is not comprehensive but outlines the major areas of concern.

- Vendors must have on hand proof of purchase for all meats and seafood. Meats must be USDA or NC State inspected.
- Inspections will be conducted on a regular basis by Fort Liberty Preventive Health Activities.
- Vendors shall conform to all Federal, State, City, and County laws and ordinances.
- **Each person handling food in your booth is required to attend the food handler's class on 28 June at the event site, time TBD.** Food vendors must comply with ALL Fort Liberty Food Handler's regulations. The Environmental Health Team reserves the right to permanently shut down any food vendor that does not comply with Fort Liberty Standards. No refunds will be given if a food vendor is shut down for non-compliance.
- **All food vendors must have one individual that is on site with the ServSafe Food Manager's Certificate.** This certificate does NOT count towards the ServSafe Food Handlers Certificate.
- Spaces will be kept clean at all times. **Please breakdown ALL boxes before properly disposing them and ensure all trash is contained within garbage bags. Dumpsters will NOT be located on site. Trash will need to be transported from the field to the dumpsters. Prior to departure, your space must be clean of all trash and food stuffs. Violators will be assessed a clean-up fee and may not be considered for future events.**
- Sanitarily Approved Sources: All food items must originate from an approved source IAW VETCOM Circular 40-1 and TB Med 530. Vendors will maintain food items in the primary container for inspection by Veterinary Services (VS) personnel during the event. All food item primary containers must list either the manufacturing plant name and address or a manufacturing plant code. If a manufacturer plant code is used, the supplier must provide the information necessary (code sheet) to translate the code into the name and address of the manufacturing plant. Vendors will not be permitted to sell or serve any items that fail to meet approved source requirements.
- All vendors **MUST** provide a manufacturer's list (with all information required above) to Veterinary Services at least two weeks prior to event date for all of the following items: all meat, seafood, dairy, shell egg, liquid egg products and minimally processed fruits & vegetables (not frozen), such as shredded lettuce, peeled or sliced carrots, bagged salads, sliced apples. When provided with this information, VS personnel will check approved source status of all submitted food items prior to the event, and notify vendors of any items that fail to meet approved source requirements. You may contact the following with the requested information:

910-396-5475

Fire and Safety Regulations

Vendors will comply with all Fort Liberty Fire, Security and Safety regulations. Below are listed common rules and regulations for vending at Fort Liberty. This list is not comprehensive but instead lists the most common infractions.

- Vendor will provide U.L. approved electrical cords as needed. Electrical cords must be securely anchored to meet all safety regulations. All electrical systems must be properly grounded and must be safe for outdoor use (GFCI protected).
- Propane tanks must be a minimum of 5ft away from the tent area and must be secured in a way that prevents tipping. All propane tanks and lines must be in good working order.

- All cooking appliances must be isolated from the public by at least 4 feet. Cooking appliances U.L. must be listed and have clearances of not less than 36 inches at the back and 48 inches at the front.
- Vendors providing their own tents must provide a Flame Resistant Documentation with the application. Tent stakes must be covered in case of trips and falls.
- Vendor is responsible for having on site a **Class ABC fire extinguisher**. Vendors cooking with grease must also have on site a **Class K fire extinguisher**. Extinguishers must have inspection tag from a certified inspector.
- All food trucks that cook foods producing grease laden vapors must have a hood that contains a fire suppression system.

Force Protection Regulations

- All vehicles on the field must be in place **NLT 1030, 29 June 2024. If your vehicle is not in place at this time it will not be permitted to stay on the field. Vehicles will NOT be permitted to move again until 2230. Any vendor that moves their vehicle(s) between 1200-2230 will be immediately escorted off the field and their operation will be shut down. Vehicles that remain on the field must be for supply purposes. Supply vehicles, to include trailers, must remain behind your purchased space. For example, if you have a 20x20 vendor space, you will have a 20x20 space behind your tent to use for staging purposes. A maximum of 2 vehicles/trailers per 20x20 is allowed with a maximum of 5 vehicles/trailers for a 60x20 space.**
- Vendors will be required to furnish the following information for ALL vehicles that drive onto the Main Post Parade Field: Year, Make, Model, License Plate #, Vehicle Dimensions, Driver, and Driver's License #. Vendors must designate which vehicle(s) will stay on the field if any. This information is **due NLT 7 June 2024.**
- The parking area behind the Main Post Chapel Annex will be designated for vendor resupply vehicles. Each vendor will get 1-2 spaces depending on the size of their operation. These spaces are for resupply vehicles only. Staff vehicles will need to be parked in designated parking areas.

If the above regulations are not observed, vendor may be requested to vacate his booth and under these circumstances, no refunds will be given.

If selected as a vendor, you will be responsible for providing a tax exempt number or social security number for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Special Events. The fund retains the right to inspect the operation to include sanitation and food preparation throughout the duration of the contract period. Failure to maintain acceptable sanitary standards and/or correct noted deficiencies will be cause for termination without further notice.

****NOTICE** SUBMITTAL OF APPLICATION DOES NOT CONSTITUTE APPROVAL FOR PARTICIPATION. IF APPLICATION IS APPROVED, FMWR CONTRACTING OFFICE WILL NOTIFY APPLICANT FOR COMPLETION OF CONTRACT. ****

Required Documents**

	Initial:
Completed 889v5	
Menu w/ Prices	
Detailed layout, identifying the location of tables, cooking instruments, propane, locations where outlets needed and number of staff underneath your canopy/self-contained unit.	
List of all Food Sources	
DD Form 2970	
Flame Retardant Certificate if renting or bringing your own tent/canopy	
ServSafe Manager Certificate for a minimum of one person for the application	
Foreign Nationals, initial N/A if you do not have any at this time	
Electrical Plug Diagram	

List of all Food Sources:

****Applications submitted without all of the required documents will not be considered for the event. By signing below you are indicating that you have agreed to provide all of the above documents as part of the application process.****

Name

Authorized Signature for Special Events

Signature

Date

Date