



NORTH CAROLINA A&T STATE UNIVERSITY HOMECOMING

OCTOBER 25-27, 2007

Dear A&T Homecoming Vendor:

Thank you for your interest in the 2007 NCA&T Homecoming Pavilion. Our goal is continuous improvement to provide a safe and festive atmosphere. We look forward to an exciting event!

Included in this packet is an application form, vendor acknowledgement and release and a return pre-addressed envelope. The application deadline for pre-registration is Friday, September 28, 2007.

NEW THIS YEAR

In addition to the privilege license fee of \$100, the space fees are:

Merchandise Vendor	12 x 12 space	\$100
Merchandise Vendor	12 x 24 space	\$150
Food Vendor	20 x 20 space	\$250
Food Vendor	Oversize (up to 20 x40). Limited	\$300

TIMES to KNOW

- Vendor Check-In Times
 - Thursday, October 25 from 8am – 6pm and
 - Friday, October 26 from 8am – 10am.
- Operating Hours of the Vending Pavilion
 - Friday, October 26 from 11am to 12Midnight and
 - Saturday, October 27 from 7am to 9pm.

RETURNING YOUR APPLICATION

To avoid processing delays, please use the enclosed return envelope. Applications may also be delivered in person to the City of Greensboro Collections Division, Room 112, 300 W. Washington St., Monday through Friday, from 8am to 5pm.

DEADLINE: Applications must be received no later than 5pm on Friday, September 28, 2007.

The City of Greensboro is not responsible for mail delays. An envelope post marked September 28, 2007 or before does not constitute receipt. Applications received after September 28, 2007 will be placed on a waiting list and potential vendors will be notified if space is available.

The non-refundable fees must be submitted with your application. Acceptable forms of payment are money order, certified check or cashiers check payable to "City of Greensboro". Non-certified personal or business checks will be returned, causing a delay in processing your application.

FOOD VENDORS

Food vendors are required to include with their application, a copy of their PRE-APPROVAL letter from the Guilford County Environmental Health Department. Details can be found on the Guilford County's website at <http://tfe.gheh.org> or by calling them directly at (336) 641-7777.

MERCHANDISE VENDORS

Counterfeit (fake) merchandise **will not be permitted**. Counterfeit merchandise includes all goods that are made and sold without permission of the owner of the trademark, for example, merchandise with A&T logos, jewelry, purses, shoes and other articles of clothing that are fake. Licensing and State agents will be inspecting goods and **will confiscate** any items found to be counterfeit, imitations or illegal.

PEDDLERS

Vendors who wish to be mobile selling items should contact the City of Greensboro, Collections Division at 336-373-2501 to apply for a Peddlers license. Peddlers who wish to sell pre-packaged food or beverage should contact the Guilford County Health Department for pre-approval. Please note that peddling along the parade route during the parade is not permitted due to pedestrian safety concerns and at the request of NC A&T State University.

ASSIGNMENT OF SPACES

Applications will be received by the City of Greensboro Collections Division, and they will be time and date stamped in the order they are received. They will be sorted by requirements (water, electricity, size, type, etc.) and assigned a space location based on those requirements.

Spaces are limited and will be assigned as appropriate. Staff reserves the right to assign spaces, modify procedure and/or implement policy in the best interests of the City of Greensboro and NC A&T Alumni Association, Inc.

A letter will be mailed to approved applicants no later than Friday, October 12, 2007 which will include your space assignment and any additional instructions. Space assignments will only be disclosed via this process.

Each vendor will be allowed one space until Pavilion is sold out.

VENDOR GUIDELINES

FIRE EXTINGUISHERS

- Food vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher.
- All vendors must have a fire extinguisher which carries a minimum of a 2A-10B rating.
- Residential extinguishers are not acceptable for the Pavilion use.

TENTS AND CANOPIES

Tents and canopies must be flame treated. The Fire Department will require a sewn in label on the fabric or the manufacturers' certification of flame treatment or the label from the product used to treat the material. Vendors should be prepared to furnish a sample piece of material.

PROPANE TANKS

- No LP tanks will be permitted inside a cooking operation.
- LP tanks should be secured in a device designed for that purpose or else chained an area outside the cooking tent or trailer.

ELECTRICITY AND WATER

These will again be provided for your use at the Pavilion.

- Please bring a minimum of a 100' drop cord with a gauge of 12/3 that has a grounding pin or wire.
- If you have multiple appliances, you should supply a separate drop cord for each appliance.

WATER HOSES

These should be food grade, equipped with a rubber washer, and at least 50' in length.

TIE DOWNS

Please remember to bring cinder blocks and twine/rope to tie down tents. Stakes are not permitted in the paved lot.

FIRE BREAKS BETWEEN TENTS

Due to fire code restrictions, the spaces between units may not be used for seating or storage areas. These are to remain open air areas.

ON THE DAY OF THE EVENT

CHECKING IN

A command tent will be staffed at the Pavilion. The command tent will serve as the central check-in point for approved vendors and all other service requests.

Approved vendors are required to check-in onsite Thursday, October 25, from 8am until 6pm or Friday, October 26, from 8am until 10am. Vendors who have not registered by October 26 at 10am may forfeit their space assignment unless prior arrangements have been approved by City staff.

SETTING UP YOUR SITE

Vehicles will be allowed to drive onto the Pavilion lot up until 11am on Friday, October 26 – no later. At the conclusion of the event, vehicles may start leaving the Pavilion on Saturday, October 27 after 9pm. You may not break down prior to 9pm Saturday.

PARKING

During on-site check-in, approved vendors will be issued a City of Greensboro Privilege License and a parking pass for a specific lot. **Due to limited parking spaces, only one parking pass will be issued for each vendor.** Vendors may begin setting up after on-site check-in.

Due to safety concerns, vehicles will not be allowed on the lot for any reason during Pavilion operating hours. This policy will be strictly enforced and violators will be towed at their own expense.

Re-stocking assistance will be provided.

SECURITY

24 hour Security will be provided at the Pavilion through Saturday 9pm. (No overnight security Saturday night). However, vendors are ultimately responsible for all of their merchandise and equipment.

QUESTIONS?

General Questions – Special Events Office, (336) 373-2447 or (336) 373-4678
Peddlers License – (336) 373-2501
Guilford County Health Department – (336) 641-7777