VENDOR PACKET

Vendor Coordinator
Richard Harfst
252-339-3411
rharfst@ecsu.edu

Saturday, September 16, 2017
Rocky Mount Athletic Complex
600 Independence Drive | Rocky Mount, NC
VENDOR REQUIREMENTS AND NOTICES

Elizabeth City State University Department of Athletics invites all vendors to market their product with the stipulation that they will abide by policies set and that their product in no way violates any university, state, city or federal laws. The home site will operate the general concession; selling drinks, hot dogs, and popcorn; therefore, no one will be permitted to sell these items. We will have limited space, so you are encouraged to secure your permit early.

Food vendors must contact NASH COUNTY HEALTH DEPARTMENT to ensure food service requirements are met and/or verify your 503C status. Please contact Lori Boone at the health department (252) 459-1312.

Vendor permits must be secured on or before September 8, 2016. Vendors will be provided with a 20ft x 20ft space. Any tents, tables or other display equipment must fit in this space. The vendor permit will admit (2) two persons and (1) one vehicle. All additional persons and/or vehicles must pay the required admission and/or parking fees. Space assignments and other pertinent information will be mailed prior to event.

WHAT YOU SHOULD KNOW?

- Vendors are REQUIRED to prominently display permit at their designated location;
- No amplified sounds allowed;
- All food items sold must have prior approval from ECSU athletic personnel;
- Food vendors must have fire extinguishers;
- Each vendor must supply their own materials (tables, chairs, tents, and equipment) for their display;
- All equipment should be dropped off and in place before 12:00 noon on game day. No vehicles will be permitted inside the stadium gates after that time;
- The ECSU Athletics Department reserves the right to reject any organization whose goals, objectives or presentation of goods may be offensive to the citizens and not in the best interest of the university or the City of Rocky Mount;
- No selling of illegal CD's or other music allowed. Violation may result in legal action and removal from the stadium without refund
- Any vendor who refuses to adhere to the guidelines as indicated will be subjected to ejection from the stadium without refund;
- There will be NO REFUND of Vendor Fees. The Classic will be held rain or shine. Please plan accordingly;

VENDOR FEES & SCHEDULE

Vendor Fees
Food Vendors: $350  Non-food Vendors: $250

Vendor Schedule
Saturday, September 17, 2016
Set-up 7am – Noon (No vendors will be allowed in earlier than 7am or after 12pm)
Game Time 4pm

NOTE: Vehicles will be allowed in stadium for break down after spectators have cleared the stadium area.
DOWN EAST VIKING FOOTBALL CLASSIC
VENDOR APPLICATION

(Please type or print legibly and complete this form in its entirety)

Name of Business/Organization: 
Contact Person: 

Business Phone: Cell Phone: 
Fax: Email: 

Address
(Street) (City) (State) (Zip Code) 

Type of Business/Organization (Briefly describe the products/services you will be selling or offering): 

Check Type of Vendor: **Food Vendor**- $350 _____ **Non-Food Vendor**- $250 _____ 
(20x20ft space) (20x20ft space) 

Please enter the amount and method of payment:
Amount enclosed $__________ Money order ( ) Certified Check ( )

Please make Certified Check or Money Order payable to: ECSU Athletics

Mail payment and application to: 
**ATTN:** Down East Viking Vendors

*Elizabeth City State University, Department of Athletics, Campus Box 900, 1704 Weeksville Road, Elizabeth City, NC 27909*

Signature ____________________________ Date ______________________

___ Do not write below this line (Official Use Only) ___

**Check List:** ____ Check Payable to ECSU Athletics DEVFC ____ Food Vendor Contact NCHD (Verify 503c) 
____ Completed and Signed Application ____ Description of Activity

Amount Paid ____________ Date Received ________________

Approved ( ) Not Approved ( ) 

Vendor Space Assigned __________

Date Vendor Permit Mailed _______________ Vendor Permit Hand Delivered ________________

Signature ________________________________

(Vendor Coordinator)