



**NORTH CAROLINA A&T STATE UNIVERSITY
HOMECOMING PAVILION VENDOR INFORMATION**

OCTOBER 9-12, 2008

Dear NC A&T Homecoming Pavilion Vendor:

Thank you for your interest in the 2008 NCA&T Homecoming Vendor Pavilion. The City of Greensboro has elected to manage the homecoming pavilion under the umbrella of the Greensboro Coliseum Complex. By doing this, the City hopes to add more energy, concepts and marketing to the Pavilion environment including a new name and other activities and attractions.

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 Tuesday, September 30 , 2008. Pre-registration provides the best booth locations and walk-up sales will be limited to any remaining space locations.

VENDOR RATES TO REMAIN CONSTANT!

Greensboro Coliseum Management keeps tabs on the economic outlook for it's own events and have insisted rates remain the same as in 2007. To make it easier on the vendors, the totals below include the privilege license fees so there is only one amount to pay (the same rates as 2007):

Merchandise Vendor	12 x 12 space	\$200
Merchandise Vendor	12 x 24 space	\$250
Food Vendor	20 x 20 space	\$350
Food Vendor	Oversize (up to 20 x40). Limited	\$400

TIMES to KNOW?

- Vendor Check-In Times
 - Thursday, October 9 8:00 am – 6:00 pm and
 - Friday, October 10 8:00 am – 10:00 am.
- Operating Hours of the Vending Pavilion
 - Friday, October 10 11:00 am to Midnight
 - Friday, October 10 TBD - Proposed Block Party
 - Saturday, October 11 7:00 am to Midnight
 - Saturday, October 11 8:30 am to Noon – Scheduled Parade Hours
 - Sunday, October 12 11:00 am to 5:00 pm
- Move-out – Sunday, October 12 By 11:00 pm.

RETURNING YOUR APPLICATION

To avoid processing delays, please use the enclosed return envelope and return your applications as soon as possible. Applications may also be delivered in person to the Greensboro Coliseum Complex, 1921 W. Lee St., Greensboro, NC 27403. Business hours are Monday through Friday, from 9am to 5pm.

DEADLINE: Pre-registrations must be received no later than 5pm on Tuesday, September 30, 2008.

The City of Greensboro and Coliseum are not responsible for mail delays. Subject to available space, applications received after September 30, 2008 may 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 "Greensboro Coliseum". Non-certified personal or business checks will be returned, causing a delay in processing your application. **Credit cards are also accepted for the first time in 2008**, and all information is required in full to process a credit card order.

DON'T WAIT, WITH THE NEW NAME, LOGO AND CONCEPTUAL ELEMENTS ALONG WITH ADDED MARKETING THROUGH THE COLISEUM, SPACE IS EXPECTED TO FILL UP THIS YEAR!

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.

NEW HEALTH DEPARTMENT INFORMATION: The NC Department of Environmental Health will be charging a separate \$50.00 fee each time they inspect a temporary food establishment. Please call the local Guilford County Health Department for information re: payment if you are a food vendor.

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 NC 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 on foot 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

Vendor applications will be received by the Greensboro Coliseum Business Office, 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 event, the City of Greensboro and NC A&T Alumni Association, Inc.

A letter will be mailed to approved pre-registered applicants no later than Friday, September 26, 2008 which will include your space assignment and any additional instructions. Advance space assignments will only be disclosed via this process.

Each vendor will be allowed one space until the 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 to an area "outside" the cooking tent or trailer.

ELECTRICITY AND WATER

These services will again be provided for use at the Pavilion based on service needs and capacity available:

- Please bring a minimum 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 for management and business personnel. The command tent will serve as the central check-in point for approved vendors and all other service requests.

Pre-registered and approved vendors are required to check-in on-site Thursday, October 9, from 8:00 am until 6:00 pm or Friday, October 10, from 8:00 am until 10:00 am. Vendors who have not registered by October 10 at 10:00 am may forfeit their space assignment unless prior arrangements have been approved by staff.

Pre-registered vendors will be getting the primary space locations and the opportunity for early load-in on Thursday.

SETTING UP YOUR SITE

Vehicles will be allowed to drive onto the Pavilion lot until 10:00 am on Friday, October 10 and no later. At the conclusion of the event, vehicles may start leaving the Pavilion on Sunday, October 12 after 5:00 pm. You may not break down prior to Sunday at 5:00 pm.

PARKING

During on-site check-in, approved vendors will be issued 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.

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

Re-stocking assistance will not be provided by the City. Vendors are responsible for providing sufficient labor to operate and manage their sales.

SECURITY

24 hour Security will be provided at the Pavilion starting Thursday at 6:00 pm through Sunday at 6:00 pm. (No overnight security will be provided Sunday night). However, vendors are ultimately responsible for all of their merchandise and equipment and the City or Coliseum will have no responsibility for lost or stolen merchandise.

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
Greensboro Coliseum Complex – (336) 373-7400 x 0 and ask for Barbara Mckenzie