FAYETTEVILLE STATE UNIVERSITY
BRONCOS
DEPARTMENT OF ATHLETICS

Information, Instructions & Requirements

CONCESSIONS/VENDING OPERATIONS

DEPARTMENT OF ATHLETICS

Food Concessions Operations

Fayetteville State University
Department of Athletics
1200 Murchison Road
Fayetteville, North Carolina 28301
Phone 910.672.1314 | Fax 910.672.1241

With three CIAA Championships in the last eight years, Fayetteville State considers itself a contender for a conference title each season it hits the field. The Broncos last won the league championship in 2009, and while they finished 5-5 in 2010, head coach Kenny Phillips still managed to guide a young club to the .500 finish, the eighth time in Phillips' 11 seasons with FSU that he has coached a team to a .500 record or better. Even in what might have been considered a "down" season, Fayetteville State still picked up wins over the top two teams in the CIAA's Northern Division. That included a road win over Virginia State, which advanced to the CIAA Championship game. In preparation for moving forward with the excitement and expectations, concessions/vending play a vital component in making the fan experience and atmosphere memorable.

The Department of Athletics is enhancing the game day experience by enhancing concessions and vending. Our fans will be able to purchase food and other novelties in various areas thru out the stadium and campus, located outside the stadium, thus increasing revenue potential by providing an increase in the variety of food selection, which will in turn increase sales for your company. Fans will spend more time walking and eating while watching the game. **Attitude Check! Bronco Pride!!**

FOOD CONCESSION INFORMATION/ INSTRUCTIONS

Please, carefully and completely read about the new changes and updated—fees, procedures, locations, and restrictions--in the concession department and complete the Bronco Concession Application. **Remember,** the Cumberland County Health Department Environmental Health Division is requiring all food vendors to complete a *Temporary Food Establishment Permit Application* and to pay a **$75 fee per event in advance** of the event directly to the Cumberland County Health Department.

The county fee must be paid **eight (8)** days before for each event and cannot be paid the day of the event. Fees are **ONLY** payable at the following address:

Cumberland County Department of Public Health
1235 Ramsey Street
Fayetteville, NC 28301

If you have any questions, contact 910.433.3660 Monday – Friday, 8:30 am to 5 pm.

If you are interested in participating in the 2011 FSU Football Concession Program, complete the Food Space Application and the 2011 Agreement… and return to the following address. You will receive a letter, fax, e-mail or phone call in response to your application.

Fayetteville State University
Department of Athletics
Sports Information Office
1200 Murchison Road
Fayetteville, NC 28301

Or you may FAX the application to 910.672.1241 or send it by e-mail to afergus1@uncfsu.edu for a faster response.

- **Submission of a Bronco Concession Application and the 2011 Agreement does not guarantee a space.**

REQUIREMENT FOR FOOD CONCESSIONAIRES

- All food vendors must abide by the Cumberland County Health Department requirements and regulations for a mobile food unit and/or push cart concerning outdoor vending. Provide proof to us of filing and paying Health Department (Cumberland County Health Inspectors maintains a presence at all events).

- Appropriate health permits for workers in accordance with health department regulations must be posted in a conspicuous area.

- Each concessionaire will make payment in **advance** of the game day. **No personal checks accepted** only money orders, certified checks or cash.

- **No** vehicles will be permitted inside Luther "Nick" Jeralds Stadium. Once booths/trailers are dropped off vehicles shall be removed outside the stadium to the designated parking area.

- No electricity, ice or water will be provided.

- All areas are to be cleaned and trash/boxes removed from the property at the end of each event.

- Concessionaires are to supply at least one garbage can and garbage bags. It is your responsibility for keeping your booth/surrounding area clean.

- No cooking grease, charcoal or waste by-products shall be released on the ground, drains or into the water supply of the University.

- All items sold by the vendor must be listed and approved on the agreement.

- Concessionaires must arrive and set-up in the vendor area by the noted **Arrival/ Complete Set-up Time** schedule below. **Vendor's vehicles must be parked outside the vending area by the Complete Set-up Time. No Exceptions.**

Game	Arrival/ Complete Set-up Time
☐ FSU vs. UNC Pembroke - Sat., Sept. 3rd @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. Elizabeth City State - Sat., Sept. 17th @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. St. Augustine's - Sat., Oct. 1st @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. Virginia State - Sat., Oct. 8th @ 1:00 p.m. *(Televised Game)*	**9:30 a.m. / 10:30 a.m.**
☐ FSU vs. Shaw - Sat., Oct. 15th @ 2:00 p.m. *(Homecoming)*	**5:00 a.m. / 9:00 a.m.**

- The Cumberland County Health Inspector or Game Day Coordinator or his/her representative reserves the right to remove or refuse the product/services of any concessionaires.

- Must submit certificate of insurance with the application.

2011 Bronco Food Concession
Space Application

Type or print legibly. Failure to complete any part of this form will delay processing. Please, notify the Department of Athletics of any changes in address or phone number(s) after your application has been filed. ● **I understand this application does not guarantee space in the event**. Please, print.

Company Name **Owner**

Mailing Address Work Phone FAX

City State Zip Cell Phone E-Mail

Contact Person(s) in Charge of Booth

Name Cell Phone

Name Cell Phone

List all items you request to sell in your booth. Be specific including pricing & menu. **Once an agreement is signed (issued), you may not display or sell any additional items without approval of the Department of Athletics.**

The Department reserves the right to select the items allowed to be sold. If chosen to participate, approved items will be listed on the agreement.

Type of Stand/Tent: ☐Self Contained Trailer ☐Table ☐Truck ☐ Other ☐Tent

Size of Stand/Tent: Length _____ Width: _____ Height _____

Specify if sales are made from: ☐ Front ☐ Side ☐ Both

Vendor, will be cooking with: ☐ Natural Gas ☐ Electric appliances ☐ Propane ☐ Charcoal

Have you participated in concessions/vending at FSU? ☐Yes ☐ No

Reference: (include fairs, special events with contact name phone numbers)

Phone (_____) _____

Phone (_____) _____

Attach brochures, menus, photos, or any information about your product and booth as it looks in operation.
This application is our opportunity to present a professional and complete presentation.
*All photos and application materials become the property of the University.

Please, do not send money with this application. Payment received with this application will be returned. Should you be offered a space in the event(s), an agreement will be issued and payment will be established. After a concessionaire has been contacted about a location and a space has been agreed upon, the space is held for a limited time while awaiting the payment. If the payment has not been received by the stipulated date, the space is released and offered to someone else.

No vendor will be allowed to setup before all payments due to the University have been received. **No personal checks accepted.**

Game Day Information & Fees

FOOD CONCESSIONS

2011 Scheduled Games	Parking Lot I
☐ FSU vs. UNC Pembroke | Sat., Sept. 2nd @ 6:00 p.m.	$400
☐ FSU vs. Elizabeth City State | Sat., Sept. 17th @ 6:00 p.m.	$300
☐ FSU vs. St. Augustine's | Sat., Oct. 1st @ 6:00 p.m.	$300
☐ FSU vs. Virginia State | Sat. Oct. 8th @ 1:00 p.m.	$300
☐ FSU vs. Shaw | Oct. 15th @ 2:00 p.m.	$400
	Reg. $1,700 **DISCOUNT $1,500**

DISCOUNT FEE AMOUNT WHEN TOTAL PAID IN ADVANCE

I (we) agree to abide by the rules and regulations as stated in the actual agreement and Concessionaire Guidelines and Requirements should space become available.

Signature of Applicant _____ Date Signed _____

Print Name _____ Date Signed _____

Please Return this Application to:

Fayetteville State University
Department of Athletics
Sports Information Office
1200 Murchison Road
Fayetteville, NC 28301
Or
E-Mail: aferqusl@uncfsu.edu
FAX: 910.672.1241

FOR OFFICE USE ONLY

DA TE MA I L ED: _____

DA TE R ECE IVED: _____

S I G N A TUR E: _____

DEPARTMENT OF ATHLETICS
Merchandise Vending Operations

Fayetteville State University
Department of Athletics
1200 Murchison Road
Fayetteville, North Carolina 28301
Phone 910.672.1314 | Fax 910.672.1241

With three CIAA Championships in the last eight years, Fayetteville State considers itself a contender for a conference title each season it hits the field. The Broncos last won the league championship in 2009, and while they finished 5-5 in 2010, head coach Kenny Phillips still managed to guide a young club to the .500 finish, the eighth time in Phillips' 11 seasons with FSU that he has coached a team to a .500 record or better. Even in what might have been considered a "down" season, Fayetteville State still picked up wins over the top two teams in the CIAA's Northern Division. That included a road win over Virginia State, which advanced to the CIAA Championship game. In preparation for moving forward with the excitement and expectations, concessions/vending play a vital component in making the fan experience and atmosphere memorable.

The Department of Athletics is enhancing the game day experience by enhancing concessions and vending. Our fans will be able to purchase food and other novelties in various areas thru out the stadium and campus, located outside and inside stadium, thus increasing revenue potential by providing an increase in the variety of food selection, which will in turn increase sales for your company.

MERCHANDISE VENDING INFORMATION/ INSTRUCTIONS

Please, carefully and completely read about the new changes and updates – **fees**, **procedures**, **locations**, and **restrictions** – in the vending department and complete the *Bronco Merchandise Vending Application*. Complete the application and return to the following address. You will receive a letter, fax, e-mail or phone call in response to your application.

Please submit signed application with payment to:

Adrian Ferguson, Assistant AD for Game Operations
Fayetteville State University
1200 Murchison Road
Fayetteville, North Carolina 28301
Ph: 910.672.1254 | Fax: 910.672.1241 | E-mail: afergus1@uncfsu.edu

1. BOOTH/SPACE SETUP FOR GAMEDAY:

a. Vendors will set up at designated areas in **Parking Lot I** (adjacent to Luther "Nick" Jeralds Stadium).
b. Set-up Date & Time
   i. Approximate booth space
      1. 24' x 20'
   ii. Seller must provide all set up material, including tables, chairs and tent
   iii. **Vendors must arrive and set-up in the vendor area by the noted Arrival/Setup Completion Time schedule below**. Vendor's vehicles must be parked outside the Vender area by the **Complete Set-Up Time.** No exceptions.

Game	Arrival/ Complete Set-up Time
☐ FSU vs. UNC Pembroke - Sat., Sept. 3rd @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. Elizabeth City State - Sat., Sept. 17th @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. St. Augustine's - Sat., Oct. 1st @ 6:00 p.m.	**2:00 p.m. / 3:30 p.m.**
☐ FSU vs. Virginia State - Sat., Oct. 8th @ 1:00 p.m.	**9:30 a.m. / 10:30 a.m.**
☐ FSU vs. Shaw Sat., Oct. 15th @ 2:00 p.m. *(Homecoming)*	**5:00 a.m. / 9:00 a.m.**

2. **BOOTH/SPACE BREAKDOWN**: Breakdown can occur after the completion of the Football Game. All vendor equipment and merchandise must be removed from the assigned area, including all trash and boxes. The Vending Coordinator must approve any exception to this rule.

3. Vendors will not be allowed to solicit sales in any fashion in any other way except in the space assigned. The soliciting of sales outside of the official location forfeits your right to your booth/space.

4. **PAYMENT:** Fees may be submitted in forms of cash, credit card, cashier's check, business check, or money order, when vendor application is accepted. **Checks should be made out to FSU Athletics**. Vendors paying with credit card will need to wait for credit verification before receiving permit to vend. Space is not guaranteed until payment and application have been received and approved. Space will be issued on a first come/first serve basis. Submission of a Vending Application does not guarantee a space or a specific location. Pre-selection is not allowed.

Game Day Information & Fees

MERCHANDISE VENDING

2011 Scheduled Games	Parking Lot I
☐ FSU vs. UNC Pembroke **|** Sat., Sept. 2nd @ 6:00 p.m.	$300
☐ FSU vs. Elizabeth City State **|** Sat., Sept. 17th @ 6:00 p.m.	$200
☐ FSU vs. St. Augustine's **|** Sat., Oct. 1st @ 6:00 p.m.	$200
☐ FSU vs. Virginia State **|** Sat. Oct. 8th @ 1:00 p.m.	$200
☐ FSU vs. Shaw **|** Oct. 15th @ 2:00 p.m.	$300
	$1,200 **DISCOUNT $1,000**

DISCOUNT FEE AMOUNT WHEN TOTAL PAID FOR ENTIRE SEASON IN ADVANCE

5. **FAYETTEVILLE STATE UNIVERSITY MERCHANDISE**
   a. Vendors wishing to sell any FSU Merchandise must provide written authorization from the University's Legal Affairs Office. Any vendor attempting to sell without authorization will be subject to immediate expulsion from the vendor area, confiscation of goods and/or arrest.

6. TRADEMARDED ITEMS, COPYRIGHTED MATERIALS, & PATENTED MATERIAL CAN ONLY BE SOLD OR DISTRIBUTED BY THE VENDOR WITH THE EXPLICIT APPROVAL (authorization letter, license, or other written verification) OF THE ENTITY/AGENCY/ORGANIZATION.

7. FOR BEST CONSIDERATION, COMPLETED APPLICATION AND OTHER REQUIRED FEES MUST BE SUBMITTED AND ON FILE BY **THE DEADLINE**. FAILURE TO SUPPLY DOCUMENTATION WILL FORFIET THE VENDOR'S RIGHT TO VEND.

8. Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related or profane materials). **Loud music, especially MUSIC which exhibits profanity and/or vulgar language will not be permitted.** Tobacco, food, and alcoholic beverages are not permitted for sale, sampling, or dissemination of information. Sale of products is not permitted outside of booth.

9. All items sold by the vendor must be listed on the application. Any changes will require official approval.

10. Generally, FSU will not grant category exclusivity to any vendor, nor will it be held liable or chargeable for any loss of sales, income, resale, or commissions of the Vendor.

11. FSU has sole discretion to make adjustments to the Vendor diagram and placement of vendor spaces as may be required by the Fire Marshall or logistical restrictions.

12. **Vendors MAY NOT assign, sublet, or resell their share of space allotted.**

13. VENDING PERMIT will be distributed to each vendor for admission to the exhibit and parking areas, IF AVAILABLE. Only two passes per vendor. Any unauthorized use of the vendor pass will subject the vendor to immediate removal from the vending area.

14. **VENDORS WILL NOT BE ALLOWED ACCESS TO THE FOOTBALL GAME SEATING AREA WITHOUT GAME TICKETS.**

15. If Acts of nature, war, fire, strike, or in the event of any outside cause such as any agencies, organizations, institutions, or persons not party, or privy to this lease or other emergency, prevents the game from being held, FSU may retain such part of the vendor's rental fee required to compensate for expenses incurred up to the time such contingency shall have occurred,

16. Vendors are responsible for keeping their booth/space and surrounding areas clean and orderly.

VENDOR REQUEST / AGREEMENT TO POLICY AND PROCEDURES

I hereby request vending space for the _____ and agree to abide
(Event name, year)

by the contract and established Policy and Procedures that are a part of this contract between the Committee and the Vendor. They have been formulated in the best interest of all concerned. I understand I am only authorized to sell merchandise included in my applications, and will not be allowed to sell or distribute my merchandise using FSU's name, trademark, or logo, unless authorized by the Collegiate Licensing Agency/Licensing Resource Group (LRG) or the University's Legal Affairs Office. All parts not covered are subject to the decision of the Athletic Department's Committee and Vending Coordinator.

Company Name:_____
(Print)

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Mobile: _____

Representatives Name: _____ Date: _____

Signature: _____ Print: _____

OFFICE USE:

Date Received: _____

Location Number: _____

Initial:

2011 AGREEMENT FOR FSU DEPARTMENT OF ATHLETICS CONCESSIONS & VENDING

This Agreement, for the 2010 FSU Football Season, shall be between the Department of Athletics and the "Concessionaire" or vendor, which is an organization identified as:

Vendor Name: (Print)

Address: City: State: Zip:

Designated Contact Person:

Phone Number (Day) E-Mail

Phone Number (Evening) FAX

All items sold must be approved by the FSU Department of Athletics. **Items approved to sell:**

1. 2. 3.

4. 5. 6.

7. 8. 9.

Set up at game site must be completed by the above noted
Arrival/Complete Set-up Time for each event

1. The FSU Department of Athletics grants to the Concessionaire (vendor) certain rights, privilege and space during the period of the 2011 FSU Football Season as stated above, to sell certain items and/or provide certain activities and for no other purpose.
2. This Agreement, or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the FSU Department of Athletics.
3. **All funds are Non-Refundable**, except under conditions of a complete cancellation of an event.
4. Payments payable to "**FSU Athletics**" and Memo Line filled out with ***Athletic Concessions*** paid three (3) days before game date. **No checks will be accepted on game day.**
5. It is agreed the Concessionaire shall indemnify and hold harmless the Department of Athletics and Fayetteville State University and their employees, representatives and volunteers as a result of any claim, lawsuit and/or settlement made or filed as a result of Concessionaire participation in the 2010 FSU Football Season Concession Program and/or as a result of any negligence on behalf of the Concessionaire.

Accepted by Concessionaire: _____ Date _____

Approved by: _____ Date: _____

ENVIRONMENTAL HEALTH DIVISION
CUMBERLAND COUNTY

TEMPORARY FOODSTAND ESTABLISHMENT EVALUATION CHECKLIST

DATE_____ BOOTH #_____

_____ Food obtained from an approved sources and identified

_____ Food stored off ground

_____ Food covered and protected (barrier to shield food from the public)

_____ Refrigeration: 45ºF or less with accurate air thermometer

_____ **Hair restraints** (e.g. hat, visor, hair net, etc.) for participants in booth

_____ Utensils and equipment protected (clean and covered)

_____ Single-service cup dispensers or original packaging (plastic sleeves)

_____ Utensil sink with drain boards or counter space large enough to accommodate largest utensil (i.e. pots, skewers, racks, spoons, etc.)

_____ Clean location and equipment

_____ Metal stem-type food thermometer accurate to +2ºF (0-220ºF)

_____ Properly mixed sanitizer (50 to 100 ppm chlorine) in a labeled spray bottle for use on all clean food contact surfaces

_____ Sanitizer test strips

_____ Approved employee hand washing facilities , hand soap, paper towels

_____ Ability to heat water

_____ Approved **food-grade hose** for potable water connections

_____ Potable running water under pressure

_____ Effective measures taken for fly control (i.e. fans, screens)

_____ Tight fitting lids on garbage cans, approved garbage disposal method

_____ Sewer connection leading to proper location (not a storm drain) or proper holding tank and contract with a licensed seepage hauler. (**Blue Boy, Tote tanks**) Blue Boys will be necessary for transporting and holding gray water.

These conditions must be met to obtain a food-handling permit.

Be prepared to discuss the following during permitting:

Will other food prep locations on or off the fairgrounds be used (i.e. restaurants, caterers, trailers)? Is there adequate refrigeration? How and here will food be thawed? How will food be cooked? What is your method for holding food hot and/or cold?

All food served shall be clean, wholesome, and free from adulteration. Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall - not be served in a temporary food establishment. Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Wrapped sandwiches shall be obtained from an approved source. Poultry shall be prepared for cooking in an approved market or plant. Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices.

COUNTY *of* CUMBERLAND

Cumberland County Department of Public Health

Cumberland County, Environmental Health
Application for a Temporary Food Establishment Permit

Event Information ***PLEASE PRINT LEGIBLY***

Name of Special Event_____
Date (s) & Time of Event _____
Event Location _____
Event Sponsor or Contact Person _____
Phone Numbers:_____Email: _____

Vendor Information

Name of Concession _____
Owner/Contact Person_____
Phone Numbers_____Email _____
Street Address _____
City/State _____ ZIP Code_____

Enclosure Type:
Trailer_____ Booth _____ Tent _____

Menu Items:
_____

_____

Signature_____ Date_____

APPLICATION FEE IS $75.00
MAIL MONEY ORDER WITH APPLICATION TO:

CumberlandCountyDept. Of Public Health
Attn: Environmental Health Section
1235 Ramsey Street
Fayetteville, NC 28301