

Season

'08



DEPARTMENT OF ATHLETICS

Information, Instructions & Requirements

Concessions/Vending Operations

DEPARTMENT OF ATHLETICS

Concessions/Vending Operations

© North Carolina Central University
Department of Athletics
1801 Fayetteville Street
Durham, NC 27707
Phone 919.530.6721 • Fax 919.530.5426

The 2008 football season is one of great opportunity and changes. Our NCCU Eagle football fans, students, alumni and community expect a winning football team, an exciting game day experience and atmosphere surrounding the O'Kelly-Riddick Stadium. Concessions/vending are a vital component to making the fan experience and atmosphere remembrable. The Department of Athletics is introducing our fans to an increased variety of food and food accessible locations throughout the stadium and the track/field. Remembering increased variety in food selection means increased sales. Fans will spend more time walking and eating while watching the game.

FOOD CONCESSION INFORMATION/INSTRUCTIONS

Please, carefully read about the new changes and upgrades—fees, procedures, locations, and restrictions-- in the concession department and complete the Eagle Concession Application completely. **NEW this year**, the Durham County Health Department Environmental Health Division is requiring all food vendors to complete a *Temporary Food Event Coordinators' Application* and to pay a **\$50 fee in advance** of the event directly to the Durham County Health Department. (Payable before for each event and can not be paid the day of the event.) **ONLY** payable at the following address:

Durham County Environmental Health Department
414 E. Main Street
Durham, NC 27701

If you have any questions, contact Boyd S. Taylor, Sr., R.S.
at 560-7809 Monday –Friday, 8:30 am to 5 pm.

If you are interested in participating in the 2008 NCCU Football Concession Program, complete the application and return to the following address, email or fax in order to adequately plan our concession areas. You will receive a letter, fax, e-mail or phone call in response to your application.

North Carolina Central University
Department of Athletics
%Food Concessions
1801 Fayetteville Street
Durham, NC 27707

Or you may FAX the application to 919.530.5426 or send by e-mail to rchavis@nccu.edu for faster response.

▪ **Submission of an *Eagle Concession Application* does not guarantee a space.**

If we can be of assistance to you contact Reco A. Chavis, at 919-530-6721. Please, retain a copy of your application for your records and information.

REQUIREMENT FOR FOOD CONCESSIONAIRES

- All food vendors must meet/abide by the Durham County Health Department requirements and regulations for a mobile food unit and/or push cart concerning outdoor vending. (Durham County Health Inspectors maintain 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 vehicles will be permitted inside O'Kelley-Riddick Stadium or the track (practice football field) common areas. Once booths/trailers are dropped off vehicles shall be removed outside the fence to a designated parking area.
- No electricity, ice or water will be provided.
- All areas are to be cleaned and trash removed from the property at the end of each event.
- Concessionaires supply at least one garbage can and garbage bags of adequate size. Responsible for keeping booth/surrounding area clean.
- No cooking grease, charcoal or waste by products shall be released on the ground or into the water supply [NCCU's concession sink] of the University.
- All items sold by the vendor must be listed and approved on the agreement.
- Concessionaires must arrive **three (3) hours** early for set-up in the vendor area.
- The Durham County Health Inspector or Game Day Coordinator or his/her representative reserves the right to remove or refuse the product/services of any concessionaires.
- Proof of liability insurance is required.
- Game day passes for additional workers are limited to a maximum of four (4) per concessionaire.

2008 Eagle 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 after your application has been filed. *** I understand this application does not guarantee space in the game.**

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: Self Contained Trailer Table Truck Other

Size of Stand Length X Width X 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 NCCU? 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 Game 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 open before all payments due to the University have been received.

Game Information & Fees

Game Information	O' Kelley-Riddick Stadium Location Fee	Small Carts (under 6'X 4')
<input type="checkbox"/> NCCU vs. Fayetteville State Sunday, Aug. 31 @ 4 p.m.	\$350	\$300
<input type="checkbox"/> NCCU vs. Edward Waters "Homecoming" Sat., Nov. 1 st @ 1:30 p.m.	\$500	\$350
<input type="checkbox"/> NCCU vs. Winston-Salem State Sat., Nov. 15 th @ 1:30 p.m.	\$400	\$300
<input type="checkbox"/> NCCU vs. Savannah State Sat. Nov. 22 nd . @ 1 p.m.	\$350	\$250

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

Signature of Applicant _____ Date Signed _____

Print Name _____ Date Signed _____

Please Return this Application to: North Carolina Central University
Department of Athletics
%Food Concessions
1801 Fayetteville Street
Durham, NC 27707

Or

E-Mail: rchavis@nccu.edu

FAX: 919.530.5426

Please, return all request for vending any game by Friday.