



Eastern Carolina BBQ Throw Down

Food Vendor Application

October 24 & 25, 2025



Food vendors will be chosen based on their ability to offer an enhanced festival experience to the public. For more information, contact Jamel Pitt at (252) 972-1159 or downtownrockymount.com.

CONTACT INFORMATION

Company Name: _____

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

E-mail: _____

Phone Number: _____

Electrical Needs (not guaranteed, please provide picture of plug):

FOOD ITEMS

Please list all items you wish to offer or sell.

There will be a \$50 fee if registering after the deadline of October 3, 2025

HOURS OF OPERATION

Friday, October 24 – 4:00pm to 8:00 pm (Set-Up = 2:30 PM – 4:00 PM)

Saturday, October 25- 11:00am to 6:00pm (Set-Up = 8:30 AM – 10:30 AM)

DEADLINE FOR ENTRIES IS OCTOBER 3, 2025

Limited spaces are available so please make sure to have your application and fee in before the deadline. You will receive email confirmation once you are approved.

FEES

Item	Fee	Quantity	Subtotal
10'w x 10'd space (Sat. only)	\$100		
10'w x 10'd space (both days)	\$75		
10'd x 20'w space or larger upon request (both days)	\$250		
Electricity	\$50		
Late fee	\$50		
TOTAL ENCLOSED:			

PAYMENT INFORMATION:

Payment Method (circle)	Payment Amount
Check	\$ _____
MasterCard	Checks payable to:
Visa	City of Rocky Mount

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: _____

Waiver of Liability: In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against the Eastern Carolina BBQ Throw Down, City of Rocky Mount or the Kansas City Barbeque Society, their representatives, successors, and assigns, for any and all injuries suffered by me in this event. Further, I hereby grant full permission to the Eastern Carolina BBQ Throw Down, the City of Rocky Mount and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose.

I agree to the terms of the Waiver of Liability, and the 2025 Eastern Carolina BBQ Throw Down Rules and Regulations.

Signature: _____ Date: _____

RELEASE MUST BE SIGNED OR THIS ENTRY WILL NOT BE ACCEPTED.

EASTERN CAROLINA BBQ THROW DOWN FOOD VENDOR APPLICATION INFORMATION

No Refunds

The Eastern Carolina BBQ Throw Down will occur rain or shine. Unless otherwise dictated by the Special Events Coordinator, Jamel Pitt, or the City of Rocky Mount, no refunds will be given out.

Application Process

Include the following:

1. Payment must be included with application.
2. Make sure to sign and date the Waiver of Liability on application.
3. Make checks payable to: **City of Rocky Mount**

Incomplete applications will be returned. Call or e-mail with any application questions.

Mail applications to:

City of Rocky Mount
Parks & Recreation
Eastern Carolina BBQ Throw Down
P.O. Box 1180
Rocky Mount, NC 27802-1180

Upon receipt of the items listed above, Eastern Carolina BBQ Throw Down will send you a confirmation email.

Contact Information

Jamel Pitt
(252) 972-1159 OR (252) 343-3139
jamel.pitt@rockymountnc.gov
www.downtownrockymount.com

Food Items

Please include a detailed list of what you wish to sale. Also include a detailed menu with prices with your application.

Electricity

Electricity is available but limited and on first come first serve basis. Please include in detail your electrical needs on the application. We require a photo of your power plug to ensure we are providing adequate set-up.

Vehicle Parking

Vehicles may not be parked in vendor space or festival area. Free parking is available near festival.

Local Accommodations, Dining & Other Rocky Mount Information

Please visit our website downtownrockymount.com for preferred hotels with special BBQ Throw Down rates.

Check-In

Information about check-in will be sent to you closer to the festival. However, if you are setting up for Friday night, you must be in place by 3:00pm on Friday.

EASTERN CAROLINA BBQ THROW DOWN FOOD VENDOR RULES & REGULATIONS

1. **Application Deadline is October 3.** After October 3, there is a late fee of \$50. No applications accepted after September 30. Applications that are accepted will receive confirmation by event coordinator.
2. Space location requests will be considered but are not guaranteed.
3. Vendors must provide all equipment, tables, chairs, tents and signage for their space.
4. Amplified sound is not allowed.
5. All activity is confined to designated space. Flyers/brochures/coupons can not be handed out outside of designated space.
6. All vendor booths should be attractive from all sides and kept neat and clean in appearance.
7. Vendors can only sale what they are pre-approved to sale.
8. Vendor listed on application is the only one that can use space.
9. All merchandise must be listed on the application and approved for sale.
10. All merchandise must be the property of the vendor on the application.
11. Food concessions may sell any beverage except alcoholic beverages.
12. Do not pour grease, oil, soapy water or food debris on the ground or in public trash containers. Each vendor is responsible for handling these items in the proper manner as described by the Health Department, and for removing it from the festival site at the end of the day.
13. Space assignments, additional information, parking instructions, parking permits and maps will be e-mailed to you prior to the festival.
14. No refunds will be made once an application is accepted and a confirmation letter has been emailed. Applications not approved will receive a full refund.
15. The Eastern Carolina BBQ Throw Down will be held rain or shine. Please plan accordingly. There is no rain date. No refunds will be given due to inclement weather unless otherwise specified by the Special Events Coordinator, Jamel Pitt.

Health Department Rules and Regulation Information

The Nash County Health Department enforces all state regulation regarding food preparation.

Preparing food outside requires strict preparation and storage procedures. Health Department staff will inspect booths. If you do not meet standards, they will not allow you to serve to the public. Consult Nash County Health Department for answers regarding required procedures.

The food vendor MUST contact the Nash County Health Department (3) three weeks in advance of BBQ Throw Down for permit and to schedule for booth inspection. NO EXCEPTIONS.

Nash County Health Department: 252-459-9829

State regulations that govern county health departments can be found at:

<http://www.deh.enr.state.nc.us/ehs/rules/t15a-18a.26.pdf>