

COMMERCIAL APPLICATION

MumFest, Saturday & Sunday October 8 - 9, 2016

Saturday 10:00am-7:00pm, Sunday 10:00am-5:30pm

Must complete in full with signature to be considered for vendor space at

MAKE COPIES FOR YOUR FILES

If paying by check make payable to: Swiss Bear/MumFest

Business/Organization: _____

Owner Name(Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: () _____ Cell: () _____

Email (Required) _____

Website: _____

EIN/SS Tax ID# _____ NC Sales Tax ID# _____

ENTRY FEES:

Commercial Space:

\$ 220 per 10'x10' Exhibit Space Total \$ _____

\$ 100 per additional 5' x 10' Exhibit Space #____ spaces Total \$ _____

Electrical: *Vendor provides 150'+ UL approved extension cord*

\$ 55 per 110V—20 amp ____ Total \$ _____

\$100 per 220V—30 amp ____ Total \$ _____

City Service Fee: (Required)

\$ 25 Service Fee Total \$ _____

Grand Total \$ _____

CIRCLE ONE: Preferred set up time*

☐ Fri. 8-10 pm ☐ Fri. 9-11 pm ☐ Sat. 6-8 am ☐ Sat. 7-9 am

Read & Initial: _____

COMMERCIAL APPLICATION
MumFest, October 8 - 9, 2016
Saturday 10:00am-7:00pm, Sunday 10:00am-5:30pm
Spaces assigned; rain or shine event

CRITERIA:

- All applicants are required to send photographs of their goods and booth/business at a similar event.
- Photographs that are mailed will not be returned.
- Applications must be submitted with photographs, all other required documentation, and payment in order to be considered.
- Applicants will be notified of acceptance no later than 6 weeks after the completed application has been received. If the application is denied, payment will be returned within one week of notification.
- Vendors provide their own tables, chairs, display unit, tent canopy.
- Spaces are 10' along the curb and 10' deep in the street in the festival midway area and on the grass in Union Point Park. Additional space can be purchased (see page 1.)
- All merchandise must be visibly priced. Distribution of literature or samples must be related to exhibit.
- Vendors are required to stay open **ALL** hours of the festival. Violators will be prohibited from being a vendor in the future.
- **Giveaways, raffles, drawings and contests MUST be pre-approved.**
- **BEVERAGES, INCLUDING BOTTLED WATER AND FOOD PRODUCTS CANNOT BE SOLD OR GIVEN AWAY FROM THE VENDOR'S SPACE. NO EXCEPTIONS.**
- Fee is refundable (less \$50 processing fee) **if written cancellation notice is received by 7/1/2016. Email is an acceptable form of communication.**
- Vendors must have a NC Sales Tax Number which can be purchased from the NC State Revenue office.
- *The State of North Carolina requires Workers Comp insurance if you have 3 or more employees. Proof of that insurance is required if it is applicable to your organization.*
- **Only quality commercial items will be accepted. Absolutely no "flea market" or close out items. No "knock-off" or inferior quality merchandise allowed. Booths will be inspected and violators will be shut down.**
- **If selling prepackaged foods that includes but is not limited to bottled sauces, canned jams, jellies, condiments, candies and/or prepared baked goods or other prepackaged foods, Vendors must submit documentation that such foods were prepared in a permitted licensed kitchen.**

Read & Initial: _____

Your concession cannot encroach on vendors in adjacent spaces. There is NO space between concessions so measure carefully and thoroughly! In determining the exact footage needed for your concession, be sure to include trailer tongues, canopies, counters, etc.

You will not be allowed to set up if your concession extends beyond your assigned space.

ADDITIONAL INFORMATION:

- Overnight security is provided Friday & Saturday evenings and early mornings.
- Vendors will be charged a **\$30.00 processing fee** for checks returned for insufficient funds.
- **Email address is required.**
- **All communication will be done electronically.**
- **Space assignments, parking information, etc. will be emailed to vendors in late September 2016.**

The undersigned agrees that they will be responsible for any loss or damage to their work/display area during MumFest '16 and Swiss Bear Downtown Development Corporation and the City of New Bern will be held harmless in the event of an incident. (It is recommended that all MumFest '16 vendors have general liability insurance in the event of a loss.) It is further agreed that the undersigned will abide by all rules and instructions set forth in this application. Violators may be subject to dismissal. No refunds after July 1, 2016.

Electronic Signature or Signature (Required)

Date



Swiss Bear/MumFest, P.O. Box 597, New Bern, NC 28563
Phone: (252) 638-5781, Email: mumfest@swissbear.org
For more information: www.mumfest.com