

# NONPROFIT 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# \_\_\_\_\_ If selling, NC State Tax ID# \_\_\_\_\_

**Copy of IRS Nonprofit designation letter must accompany this application.**

## **ENTRY FEES:**

### Non Profit Space:

\$ 155 per (Sales items or Raffle) 10'x10' Exhibit Space Total \$ \_\_\_\_\_

\$ 200 per (Political Candidates) 10'x10' Exhibit Space Total \$ \_\_\_\_\_

\$ 120 per (Literature only) 10'x10' Exhibit Space Total \$ \_\_\_\_\_

\$ 100 additional 5' x 10' 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

Initial "Read & Accepted": \_\_\_\_\_

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

**CRITERIA:**

- **Organization must have IRS Tax Exempt Status and is required to submit documentation.**
- Photographs that are mailed will not be returned.
- Applications must be submitted with photographs, all other required documentations, 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, etc.
- 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.)
- 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.**

*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.*

Initial "Read & Accepted": \_\_\_\_\_

**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.**

Comments or special requests: \_\_\_\_\_

\_\_\_\_\_

*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](mailto:mumfest@swissbear.org)  
For more information: [www.mumfest.com](http://www.mumfest.com)