

FOOD VENDOR

MumFest, Saturday & Sunday October 13- 14, 2018

Festival Hours: Saturday 10:00am-6:30pm, Sunday 10:00am-5:00pm

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

MAKE COPIES FOR YOUR FILES

Make check payable to: Swiss Bear Inc./MumFest

Business/Organization: _____

Owner Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: () _____ Cell: () _____

Email (Required): _____

Website: _____

EIN/Soc. Sec. ID# _____ NC Sales Tax # _____

ENTRY FEES:

Food/Commercial Space:

\$900 per 20'x10' Exhibit Space Total \$ _____

\$460 per 20'x10' Exhibit Space(Non Profit) Total \$ _____

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

Electrical: Vendor provides 150'+ UL approved extension cord

\$ 75 per 110V—20 amp ____ Total \$ _____

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

MumFest is offering rain insurance:*

If you select this option and it rains in excess of 1/4" during festival hours on either the Saturday or Sunday of MumFest, as measured at the Coastal Carolina Airport, you will be refunded the cost of your booth space (NOT for a loss of revenue.) Choose your coverage based on your booth total. Initial if you would NOT like rain insurance through MumFest.

\$75 Booth total up to \$1,000 Total \$ _____

\$100 Booth total up to \$1,500 Total \$ _____

\$150 Booth total up to \$2,000 Total \$ _____

\$175 Over \$2,000 Total \$ _____

City Service Fee: (Required)

\$ 35 (\$25 Service Fee, \$10 Inspection Fee) Total \$ _____

Refundable Deposit*

** A \$100 refundable deposit is required with the payment of booth fees. It will be refunded within two weeks of MumFest if greywater has been disposed of properly and after a MumFest or Public Works official has confirmed that your space is free of grease splashes/spills, and trash or other items.

\$ 100 Refundable Deposit Total \$ _____

Grand Total \$ _____

REQUIRED SET UP TIME: Friday, 6:00 p.m. — 11:00 p.m.

If you have a contained unit with a serving window, please indicate which side the window is on. Check which applies:

- Drivers Side
- Passenger Side
- No serving window

Initial "Read & Accepted": _____

Read carefully; complete accurately; note space limitations

CRITERIA:

- **FUNNEL CAKE** sales are limited; if interested in being a funnel cake Vendor submit your application as soon as possible.
- **FOOD VENDORS ARE RESTRICTED FROM SELLING CARBONATED BEVERAGES AND BOTTLED WATER.**
- Fruit drinks, tea and coffee can be sold by Food Vendors.
- **A CERTIFICATE OF COMPREHENSIVE GENERAL/LIABILITY (MINIMUM \$1,000,000) IS REQUIRED NAMING SWISS BEAR & CITY OF NEW BERN AS ADDITIONAL INSURED.**
- A current photo of the unit setup or trailer that will be at the festival **MUST** be included with application.
- A current photo of Vendor signage must be submitted.
- Vendors provide their own setup; tables, chairs, tent, etc.
- Food Vendors must choose a category, fill out and submit the menu form included with this application. Vendors may be required to adjust menus to limit duplication and insure diversity.
- **Vendors MUST post the agreed upon menu listing with pricing on a sign (minimum 18"x 24") no later than the Saturday morning of the festival. Sign is to be posted on the front of the concession. CHALKBOARDS AND HAND-WRITTEN SIGNS ARE NOT PERMITTED. VIOLATORS MAY BE SHUT DOWN.**
- All Food Vendors must submit a **Temporary Food Establishment Permit Application** to the Craven County Health Department no later than **5:00p.m. on September 22, 2018**. Food Vendors requiring a Health Department permit must also submit a **\$75.00 permit application fee**. Applications are available at <http://www.cravencountync.gov/departments/hth/env/fli/forms.cfm> and may be mailed to **P.O. Drawer 12610 New Bern, NC 28561** or emailed to **envhealth@cravencountync.gov**. Call 252-696-4936 with questions or to pay the permit application payment fee by phone.
- **All food preparation areas (to include equipment, food preparation, and dishwashing) must be covered by a flame retardant tent. (This includes use of sidewalk area for these tasks.) If the area is not covered properly, it cannot be used to prepare food.**
- **Food Vendors must submit (with application) a written description of:**
 - how food is cooked, held and stored,
 - hand washing system,
 - ware washing system.
- **Procedures regarding trash, recyclables, grease and greywater must be followed.**
- ***Your concession cannot encroach on vendors in adjacent spaces. 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 booth space .***
- Fee is refundable (less \$50 processing fee) if written cancellation notice is received by **7/1/2018**. *Email is an acceptable form of communication.*
- Vendors must have a NC Sales Tax Number which can be purchased from a NC State Revenue office.

Initial "Read & Accepted": _____

ADDITIONAL INFORMATION:

- Overnight security is provided Friday & Saturday.
- Vendors will be charged a **\$30.00 processing fee** for checks returned for insufficient funds.
- **Email address is required.**
- **Space assignments, parking information, etc. will be e-mailed one week prior to the festival and will also be available on the MumFest website (mumfest.com) one week prior to the festival.**

Comments or special requests: _____

Vendor does not participate in, nor assume responsibility for, the organization or execution of MumFest or its activities. Vendor has no authority, real or apparent, to make decisions affecting MumFest or to negotiate a contract with any third parties regarding the operation, obligations, or responsibilities of any party to MumFest. Vendor shall not be responsible for any injury or loss to Swiss Bear or to any third party which arises out of, or results from, any intentional or negligent action, commitment, commission or omission of Swiss Bear or its employees, invitees or agents.

Vendor understands MumFest is a rain or shine event. MumFest recommends that vendors purchase rain insurance. Neither Swiss Bear nor its employees are liable or responsible for delays, cancellation, or postponements of the Festival or events within the Festival due to inclement weather, war, government action, strikes or other matters beyond its control.

The undersigned agrees that they will be responsible for any loss or damage to their work/display area during MumFest '18 and that Swiss Bear, Inc. and the City of New Bern be held harmless in the event of an incident. It is further agreed that the undersigned will abide by all rules and instructions set forth in this application. Compliance to the terms set forth in the application will be enforced. Violators may be subject to dismissal. It is further agreed the undersigned will carry their own General Liability Insurances with limits no lower than \$1,000,000 per occurrence and \$2,000,000 aggregate and provide a Certificate of Insurance naming Swiss Bear Downtown Development Corporation and the City of New Bern as certificate holders (additionally insured). No refunds after July 1, 2018.

Electronic Signature or Signature (Required)

Date



Swiss Bear Inc./MumFest, P.O. Box 597, New Bern, NC 28563

Phone: (252) 638-5781, Email: info@swissbear.org

For more information: www.mumfest.com