

# Downtown Business Application

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**

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

Business/Organization: \_\_\_\_\_

Owner Name(Print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**Email (Required)** \_\_\_\_\_

EIN/SS Tax ID# \_\_\_\_\_ NC Sales Tax ID# \_\_\_\_\_

## **ENTRY FEES:**

### **Commercial Space:**

\$ 185 per 10'x10' Exhibit Space Total \$ \_\_\_\_\_

\$ 100 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 \$ \_\_\_\_\_

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.

\$25 Booth total up to \$400 Total \$ \_\_\_\_\_

City Service Fee: (Required)

\$ 25 Service Fee Total \$ included

Grand Total \$ \_\_\_\_\_

## **CIRCLE ONE: Preferred set up time\***

Fri. 8-10 pm Sat. 6-8 am

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

**CRITERIA:**

- All applicants are required to send photographs of their goods and booth at a similar event.
- Applications must be submitted with photographs, all other required documentation, and payment in order to be considered. Photographs that are mailed will not be returned.
- 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.
- 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 7/1/2018. *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. No “knock-off” merchandise allowed.**
- **Prepackaged foods that includes but is not limited to bottled sauces, canned jams, jellies, condiments, candies and/or prepared baked goods must prepared in a licensed kitchen.**

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. 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.**

**Initial “Read & Accepted”:** \_\_\_\_\_

*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.**
- **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: \_\_\_\_\_

*The undersigned agrees that they will be responsible for any loss or damage to their work/display area during MumFest '18 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 '18 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, 2018.*

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