



## **Festival of Fun 2010**

This marks the ninth year for the Festival of Fun. New Bern Parks & Recreation is excited to once again host this event. We are happy to provide a family-friendly atmosphere, educational activities, and recreational opportunities.

**Please tear off this page and return it by April 9, to:**

**Festival of Fun  
PO Box 1129  
New Bern, NC 28563  
attn: Nicole Jacobs Dewar**

### **About us.....**

New Bern Parks & Recreation is excited to steer this Festival. We have been a part of the Festival of Fun since its inception 10 years ago. We offer recreational activities to children, and adults. We provide an abundance of city parks for athletics, fishing, picnicking, or just relaxing. Several programs are geared specifically toward children. Among them are Kidsville, a unique individually designed playground complex for children of all ages. A number of athletic leagues, craft programs and special events are offered for youth and adults. It is our pleasure to serve you, please let us know if you have comments or suggestions. We can be reached at (252)639-2902.



**2010**

**Saturday, April 17  
(no rain date)  
Union Point Park  
New Bern  
10am-3pm**

A children's festival hosted by  
New Bern Parks & Recreation

## Vendor Application & Guidelines:

The Festival of Fun will be held on April 17, 2010 at Union Point Park in downtown New Bern. We are excited to have you join us!

### Following are the fees & policies:

TYPE	SPACE	FEE
Food Vendors	10x10	\$ 100.00
	10x20	125.00
Other Commercial	10x10	75.00
	10x20	100.00
Civic/Nonprofit* (sales)	10x10	35.00
*Must supply your 501 (3) (c)		
Civic/Nonprofit* (no sales)	10x10	free*
*one per organization		
Electricity		25.00

(Proceeds will go toward annual teen council activities)

**PLEASE NOTE:** In an effort to keep our vendor prices low, WE WILL NOT PROVIDE TABLES OR CHAIRS. If you require a tent, please provide your own. All large tents must be approved and have the necessary permit.

**REFUNDS:** The fee is refundable only if cancellation is received, in writing, by March 26, 2010. A \$25 processing fee will be charged on all refunds. No refunds will be issued after March 26, 2010.

### INCLEMENT WEATHER:

The Festival of Fun shall not be held responsible for inclement weather. **There is no rain-date this year.**

## General Information

**Hours of Operation:** Saturday, April 17, 10am-3pm. Booths must remain open and attended at all times during the festival hours.

**Set-Up/Breakdown:** Set up Saturday from 7am to 9:45am. Breakdown shall not begin before 3pm.

**Booths:** We will provide a 10'x10' or 10'x20' space with a 5' firebreak between each booth. **Tables, chairs, and tents are the responsibility of the vendor.**

**Electricity:** There will be a limited number of standard 110-volt outlets provided to vendors who have paid for electricity. The availability of electricity is limited and offered on a first-come, first-served basis. **If you require more than 20 amps you MUST supply your own generator.**

**Merchandise Sales:** All sales must be within the confines of the booth. Bullhorns are not allowed. All vendors must sell only the items specified on the application submitted. **Only child-appropriate items may be sold. (No toy guns, knives, or swords. No candy cigarettes, etc.).** Festival coordinators will make the final decision on questionable items. Commercial vendors are responsible for collecting and paying NC sales tax.

**Food Sales:** Food vendors must comply with all health department regulations, display proper permits, and have proof of insurance. Food vendors are also required to have a currently serviced 2A 10BC Rated fire extinguisher in their cooking area.

## Complete the application

return it with your check by 4/9/10 to: New Bern Parks & Recreation, PO Box 1129, New Bern, NC 28563, attn: Nicole Jacobs Dewar. (252)639-2902

### VENDOR APPLICATION

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone (daytime): \_\_\_\_\_  
 Email: \_\_\_\_\_

### Type of Booth

-Commercial Food	10x10	\$100.00
-Commercial Food	10x20	125.00
-Comm. Merchandise	10x10	75.00
-Comm. Merchandise	10x20	100.00
-Civic/Nonprofit (sales)	10x10	35.00
-Civic/Nonprofit (education)	10x10	*free
<input type="checkbox"/> Electricity		25.00

**TOTAL: \$** \_\_\_\_\_

### Make check payable to:

City of New Bern  
 attn: Festival of Fun

**Food/Merchandise to be sold:** \_\_\_\_\_

(vendors must sell only the items specified!)

### Items or Activities at your booth:

(i.e., face painting, educational materials, etc.) \_\_\_\_\_

### FOR OFFICE USE ONLY:

BOOTH SPACE # \_\_\_\_\_  
 CONFIRMATION MAILED? \_\_\_\_\_



# MEMO

TO: FESTIVAL VENDORS

FROM: NICOLE JACOBS DEWAR, FESTIVAL COORDINATOR

DATE: DECEMBER 29, 2009

RE: FESTIVAL OF FUN 2010

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Hello friends, it is time to begin making plans for the 2010 Festival of Fun! This is our 10<sup>th</sup> year as the "Festival of Fun", formerly the Celebrate Kids festival. I hope that you will be able to join us this year. Our estimated attendance during previous years has averaged approximately 2,500-3,000 people, and of course, we hope to exceed that in 2010. Enclosed is a vendor application for your convenience. Please fill it out and return it to me, with your check, by April 9, 2010. Remember, **electricity spaces are limited**, so be sure to send in your application soon. Checks should be made payable to: "City of New Bern".

There are a few things that I would like to bring to your attention. First of all, in an effort to keep our festival costs low, we will **NOT** provide a table and chair at your booth. Please be sure to bring your own. The second thing is, if you require electricity, we will provide you with one 110 volt outlet. If you require more electricity than that, please bring your generator. Third, if you are a food vendor, please contact the Craven County Health Department regarding proper permits. They can be reached at 252.636.4920. Representatives from the Health Department will be on site that day to make sure that you meet all local guidelines.

If you have any questions, please contact me at (252)639-2902. I look forward to seeing you in April!