

## KURE COMMUNITY FEST RULES: VENDORS

IMPORTANT: Please read and sign the event application. Your signature indicates you have read, understand, and agree with these rules. Retain the rules for your reference and submit the completed application form to:

Town of Kure Beach  
c/o Community Fest  
117 Settlers Lane  
Kure Beach, NC 28449  
[parks@tokb.org](mailto:parks@tokb.org)

The following rules were established to ensure the smooth operation and success of the event:

### EXHIBIT SPACE

Vendor spaces will be assigned by Event Management and all vendors will be emailed a map showing their assigned location prior to the event. Vendor space sizes vary, please note your required space size on the application. Fees for vendor spaces vary based on size of space needed. Please see application for current pricing. Vendor spaces will only accommodate vehicles necessary for service with prior approval.

### EQUIPMENT AND SUPPLIES

Each vendor is responsible for providing and removing all equipment and supplies needed for conducting activity on the event site. This includes signs, tables, chairs, products, and equipment. The use of tents, canopies, awnings, and/or sun umbrellas is recommended, however the item used must not exceed the assigned space size. **All items must be secured using weights and/or sandbags.**

### VEHICLE ACCESS AND PARKING

Only vehicles with prior approval, such as food trucks and emergency vehicles, are allowed into the event area during the event. Designated vendor parking will be located off site and you will be notified prior to the event where such parking is located. Parking spaces located near the event site are to be left available for event patrons.

Vendors will be allowed vehicle access at set times prior to and following the event to drop off/pick up equipment. Please unload all equipment within your assigned space and move vehicles to the designated vendor parking area. The Town of Kure Beach will provide a shuttle between the vendor parking area and event site via golf cart before and after the event.

### SIGNS AND BANNERS

All signs must remain within the allotted vendor space, must not block traffic or pedestrian ingress or egress, and not interfere with other vendor's display or views. Banners may be used and must be placed inside the tent.

### SET-UP/BREAKDOWN

Detailed instructions for set-up and breakdown will be emailed to all participants the week of the event. Set-up must be complete, and all vehicles must be OUT of the event area by 10:30 AM. Unload at your designated area and move your vehicle to the designated participant parking area. Set up your display after you have moved your vehicle. Breakdown starts at 3:00 PM, when the event ends. Vehicles will be allowed access to the event site once pedestrian traffic has cleared. Break down all equipment prior to retrieving your vehicle to allow for quick loading and smooth traffic flow. Participants are responsible for removing all garbage from their area and spaces are to be left in the same condition as upon arrival.

## **WEATHER**

There is no rain date for this event. The Kure Community Fest will operate rain or shine, unless Event Management determines the weather would pose a public hazard. Refunds of any vendor fees will not be given in the event of inclement weather. The event site is located near the ocean where the weather can change quite rapidly. Please be prepared with everything you need to remain comfortable throughout the day and remember that all tents or canopies must be secured with weights or sandbags.

## **VENDING**

Vendors are responsible for collecting and remitting their own sales tax, as well as all permits required by North Carolina or New Hanover County to sell their products. Copies of the applicable permits and inspections, as well as a NC DOR Certification of Registration or Tax ID number for the business must be on file with event management prior to approval. Only items listed on your approved application may be sold. Event Management reserves the right to dismiss any vendor who elects to do otherwise. No refund will be issued if that situation should arise.

*If you have any questions, please contact the Kure Beach Recreation Department at Town Hall via phone at (910) 458-8216 or email at [parks@tokb.org](mailto:parks@tokb.org).*