**2025 DUFFEST APPLICATION**

**P.O. BOX 331 – New Bern, NC 28563**

**EMAIL:** [**dimension2905@gmail.com**](mailto:dimension2905@gmail.com)

**MISSION:**

**The Mission of DUFFEST, an acronym for Duffyfield Unity Family Festival with this being the 25th year in existance in bringing neighborhoods and city residents together for a fun day of togetherness. Joint us as we celebrate this most festive time.**

**GENERAL INFORMATION:**

**DUFFEST will take place on Saturday, May 10th, 2025 at the Stanley White Recreation Center, 601 Third Avenue, New Bern, NC 28560. FESTIVAL HOURS: Set-Up Time-7:30 a.m.; Festival will began at 9 a.m. – 2 p.m.**

**THIS IS AN OUTDOOR FESTIVAL AND WILL BE HELD RAIN OR SHINE.**

**GENERAL RULES:**

**\*All display and merchandise must be placed within the space(s) you paid for.**

**\*This is a family event. No flammable or harmful items may be displayed.**

**\*No space sharing allowed.**

**\*No overnight security will be provided, each vendor is responsibility for securing their space(s).**

**\*The Festival is not responsible for any loss or theft incurred by any vendor.**

**\*Vendors are responsible for removing all trash from their area, trash receptacles will be available for all disposal.**

**\*Vendors must notify DUFFEST Committee at 252-349-8274 immediately of cancellation. No refunds will be granted within 10 days of the EVENT.**

**\*FOOD VENDORS must complete the proper forms with Parks and Recreation and the Health Department ASAP.**

Business Name/Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secondary Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE CHECK YOUR APPROPRIATE CATEGORY:

\_\_\_\_\_\_\_PROMOTIONAL \_\_\_\_\_\_\_FOOD \_\_\_\_\_ARTS & CRAFT \_\_\_\_NON-PROFIT \_\_\_\_\_\_NONE FOOD

**All fees are for Saturday, 5/10/2025. Participants are required to remain open during all Festival hours.**

**DESCRIPTION OF VENDOR SPACE** (all spaces will be ‘10X10’**. CANOPIES ARE REQUIRED**,(you must supply your own canopy). Spaces are $50.00 each, if 2 spaces $75.00. What size is your canopy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if vehicle/food truck, what size\_\_\_\_\_\_\_\_\_\_\_\_\_ Will you need electricity, if yes, an additional $15.00 should be added that handle at least 110V**. Will you use a generator(s)\_\_\_\_\_\_\_One Generator is allowed per space.**

SPACE COST 1 OR 2; $\_\_\_\_\_\_\_\_\_\_

ELECTRICITY(if needed) $\_\_\_\_\_\_\_\_\_\_

TOTAL ENCLOSED: $\_\_\_\_\_\_\_\_\_\_

**SEND APPLICATION FOR VENDOR WITH FEE PAYABLE TO DUFFESS AND APPLICATION FOR NEW BERN PARKS & REC FEE ($35.00) PAYBLE TO CITY OF NEW BERN, BY CHECK OR MONEY ORDER NO LATER THAN APRIL 30TH, 2025. AND MAIL TO:DUFFEST, P.O. BOX 331, NEW BERN,NC 28563. COMPLETE CRAVEN COUNTY HEALTH DEPT. APPLICATION (ALONG WITH FEE $75.00) AND RETURN TO CRAVEN COUNTY HEALTH DEPT. ATTENTION: ENVIRONMENTAL HEALTH-TFE PERMITTING, P.O. DRAWER 12610,NEW BERN,NC 28561.**

**Hold Harmless Clause:**

**Vendors, its officers and members shall hold harmless and defend the 2025 DUFFEST and its agents, officers and volunteers from all liability, judgments, suits, costs and actions, including attorneys’ fees and all cost of litigation of every kind and description brought or rendered against DUFFEST, as a result of loss, damage or injury of persons or property by reason of any act of failure to act by its officers, members or volunteers.**

**I have read the terms and conditions and agree to abide by them.**

**SIGNED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_**