

## KURE COMMUNITY FEST RULES: PARTICIPANTS

**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:

### **PARTICIPANT DISPLAY/ACTIVITY SPACE**

Local organizations must provide a family-friendly activity/educational opportunity at their booth space. Please describe the activity on the application for approval. Participants may also disseminate information about their organization, and the activities, services, and programs provided by such. Should a participant wish to sell any items at the event, they must comply with the rules outlined in the "VENDING" section below. All activities and information should be family-friendly, and no political advertising will be permitted.

Booth space will be assigned by Event Management and all participants will be emailed a map showing their assigned location prior to the event. Space size is approximately 10' X 10' and any additional activity space needs must be noted on the application and approved prior to the event.

### **EQUIPMENT AND SUPPLIES**

Each participant 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 or emergency vehicles, are allowed into the event area during the event. Designated participant 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.

Participants 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 participant parking area. The Town of Kure Beach will provide a shuttle between the participant parking area and event site via golf cart before and after the event.

### **SIGNS AND BANNERS**

All signs must remain within the allotted participant space, must not block traffic or pedestrian ingress or egress, and not interfere with other participant'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**

Selling of merchandise affiliated with your organization is only permitted with prior approval. Only items listed on your accepted application and approved in advance may be sold. The NC DOR Certificate of Registration number or Tax ID number for your organization must be on file with event management prior to approval. Event Management reserves the right to dismiss any participant who does not comply. No refund will be issued if that situation should arise. 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.

***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).***