

Dorothea Dix Park

Destination Dix 2.0/SunFest 2019

Dear Prospective Vendor,

Dorothea Dix Park will be hosting two festivals in June/July 2019.

Destination Dix 2.0- Saturday, June 1st, 2019 (Rain date- Sunday, June 2nd)

- 3:00pm-9:00pm- Big Field, 101 Blair Drive Raleigh, NC 27603
 - The City of Raleigh purchased the Dorothea Dix Campus from the State of North Carolina on July 24th, 2015 for the purpose of developing a great destination park. One year later the City hosted Destination Dix to celebrate this milestone and kick-off the park planning process.
 - To celebrate our next exciting milestone - Raleigh City Council adopting the Dorothea Dix Park Master Plan on February 19th, 2019 – City of Raleigh Parks, Recreation and Cultural Resources Department and the Dix Park Conservancy invite you to Destination Dix 2.0!
 - Join us at Dorothea Dix Park for this family-friendly spectacular. Enjoy food + drinks, live entertainment and fun activities for kids + adults including the free Ferris wheel and carousel. Make sure to stick around...the night will end with a special firework display at 9:00pm!

SunFest- Saturday, July 13th, 2019 (Rain date- Sunday, July 14th)

- 12:00pm-7:00pm- Flowers Field, 2105 Umstead Drive Raleigh, NC 27603
 - Get outside and celebrate summer and sunflowers at Dix Park! We will have something for everyone to enjoy at this event, including live music, arts and crafts, performance artists, vendors and amazing food trucks!
 - Bring the kids and make some fun arts and crafts. Shop the local arts, crafts and artisan food product scene as we bring creative businesses to the park! You're bound to find the perfect item for yourself or a fun gift for a friend.

The event activities for both events are free!

Dorothea Dix Park is accepting applications for a limited number of vendors to support either event with a variety of quality craft, art, and artisan food vendors for the public to enjoy and purchase. Please use the application form provided and be sure to understand the policies and procedures of vendor participation.

Vendors may apply for one or both events. Applications will be considered and selected per event.

We anticipate an attendance of 10,000+ for each of these events. Attendance is always weather dependent. Vendors must be available for the entire length of the event to be considered.

We look forward to receiving your application for either of these events. If you have any questions regarding the application process, please contact me at (919) 996-6688 or joseph.voska@raleighnc.gov.

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There are three vendor categories for both events:

Super Vendor (\$200)

- Organization's name on Event webpages (hosted by the City and Eventbrite)
- Event booth for your organization, includes:
 - One 10x10 or larger tent
 - 2 table and 4 chairs

Vendor Plus (\$100)

- Event booth for your organization, includes:
 - One 10x10 tent
 - 1 table and 2 chairs

Vendor (\$50)

- Event booth for your organization, includes:
 - 1 table and 2 chairs
 - No Tent Provided

Application Deadlines/Timeline

Destination Dix 2.0 & SunFest

Friday, May 10th, 2019	Deadline for all applications to be received (plan for extra time if mailing)
Week of May 13th, 2019	Acceptance/Rejection Emailed
Destination Dix 2.0	
Saturday, June 1 st , 2019	Event Booth Load in 12:30pm-2:00pm
Saturday, June 1 st , 2019	Destination Dix 2.0 Open 3pm-9pm (Vendors required to operate for the entire duration of the event.)
SunFest	
Saturday, July 13 th , 2019	Event Booth Load in 9:30am-11:00am
Saturday, July 13 th , 2019	Sun Fest Open 12pm-7pm (Vendors required to operate for the entire duration of the event.)

Guidelines and Selection Process

- Vendors may select to apply for one or both events. Applications will be selected per event.
- Selection of vendors will be based on relevance to the product or service offered to the event and date of receipt of the completed Vendor Registration and Vendor Agreement Forms.
- The selection committee will consist of a jury chosen by the City. All jury decisions are final.
- Applications will be judged based on specific criteria and the overall integrity to the event.
- Failure to provide all the required information will be deemed an incomplete application, resulting in rejection.
- This application is for craft, art, and retail vendors only. Food Truck Vendors should not apply.

Fees

- Vendor fees are per event.
- All vendor fees must be included with the submission of your application. Fees can be submitted by check/money order or credit card (Visa, Mastercard, American Express). Vendors using credit card will be contacted for information if accepted as a vendor. Rejected applicants will receive returned check or money order for booth space after May 20th.
- The City will not accept any personal checks from any previous vendor who has had a check returned for insufficient funds.

Booth

- Booth space: **10' wide by 10' deep** (Super Vendors may have a larger space. Will be confirmed at time of confirmation). All displays, and products must remain within the confines of the space provided.
- Vendor to provide own electricity, water, weights and displays. Booth location may not be level; bring leveling devices for displays. This is an outdoor event; be prepared for all types of weather.
- For safety, all tents must be tied down by weights of a minimum 40lbs. per leg, no staking of tents allowed within the park. **The City of Raleigh reserves the right to force the removal of any aspect within a vendor's booth if deemed to be unsafe.*
- *All tent, canopy or open air structures, including inflatable structures, must meet IFC- 2012 & NC 2012 Fire Code requirements. All components, materials or similar material must be flame retardant and meet ASTM E1321-09. • All vendors must have at least one (2-A-10-BC) fire extinguisher in correct operating condition and display current year of inspection date tag*

Photos

- At least 1 photo should be included with application representative of the work you intend to sell and the booth setup. These can be emailed joseph.voska@raleighnc.gov or a website link can be provided to view photos. Be sure to include a company name and contact information.

Additional Information

- If accepted, an email containing load-in procedures, parking information and other necessary information for the weekend will be sent the week of the event.
- Packaged Food & Body Care applicants will need to provide proof of Liability insurance, minimum limit of one million dollars.
- Cancellation Policy – upon acceptance into the event, the vendor fee is non-refundable. A 100 percent cancellation fee will be charged for this event.
- Failure to adhere to these requirements or to submit all necessary information required will result in immediate rejection.
- The City of Raleigh reserves the right to restrict booths that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character of the Event.
- Vendors or their representatives must not injure or deface the grounds of the park or the provided equipment. If such damage occurs, the exhibitor is liable to the owner of the property damaged.
- Security -The vendor is solely responsible for his/her own booth material and should insure against loss or damage. The Raleigh Parks, Recreation and Cultural Resources Department and the Dix Park Conservancy are not responsible for such loss or damage. Please secure all items of value. All property of the vendor is understood to remain in his/her care, custody and control in transit to and from, and within the confines of the event area.

Application Submissions

- Applications can be submitted via email to joseph.voska@raleighnc.gov or USPS mail to the address at the bottom of the application.

Inquiries

For all inquiries, contact Joseph Voska at joseph.voska@raleighnc.gov or 919-996-6688.

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VENDOR APPLICATION

EVENT: <input type="checkbox"/> Destination Dix 2.0 <input type="checkbox"/> SunFest 2019 <i>select one or both events</i>		
Company Name:		
Primary Contact Person:		
Type of Business:		
Representative(s) in Charge Booth/Table at Event:		
Mailing Address:		
City:	State:	ZIP:
Phone Number:	Cell Phone Number:	
E-mail	Website (not required):	
LEVEL: <input type="checkbox"/> Super Vendor (\$200) <input type="checkbox"/> Vendor Plus (\$100) <input type="checkbox"/> Vendor (\$50) <i>fee per event</i>		
FEES: <input type="checkbox"/> Check/Money Order (Made Payable to the City of Raleigh) <input type="checkbox"/> Credit Card (Visa, MC, Amer Exp)		
Description of Booth including pricing, products, booth display: _____		
If you are selling or sampling any type of food or body care product you must include:		
<ul style="list-style-type: none"> • Proof of Commercial General Liability insurance with minimum limit of one million dollars. 		
Name of Authorized Representative		Title
Authorized Signature		Date

Applications due Friday, May 10th. Please return this **Application** via email (joseph.voska@raleighnc.gov) or USPS to:

City of Raleigh Parks, Recreation, and Cultural Resources Department
Attention: Joseph Voska, RMB Suite 608
222 West Hargett Street
Raleigh, NC 27601