



July 18, 2011

Dear Prospective Vendor:

First, I would like to apologize for the lateness of this year's Touchstone Energy NC Cotton Festival information. The City of Dunn is undergoing some major Downtown Renovations and because of this, the Festival Committee had to look at how to proceed with this year's planning. It has been decided that we will move the Festival to the Tart Park Recreational Facility. This will take a lot of planning and understanding on all parties involved. Also, the Fire Marshall's Office will be involved in the setup and operation of the festival. There will be a lot of changes going forward, but we all feel that we will make this 13th Annual Touchstone Energy NC Cotton Festival one of the best ever.

Please note the changes being enforced by the Fire Marshall's Office.

1. All booths will be required to have an accessible 5# Fire Extinguisher.
2. If you are cooking anything on site with grills, your tent/trailer must have 20' from other tents. Meaning you should order space accordingly. Food booths cooking on site will be 10x20 per booth, not the regular 10x15. The cost of \$100 will remain the same per booth.
3. Anyone cooking must be set up by 8 am for inspection by the Fire Marshall as well as the Health Inspector.
4. Only quiet generators will be allowed this year, so those specifications will have to be sent in with your application. Electricity will be provided as well.

Also, as far as the Harnett County Health Inspector: It is the Vendor's responsibility to contact the Health Department with the correct paperwork and payment. For this application and rules please go to the [www.harnett.org](http://www.harnett.org) website, click on Departments, go to Health Department, and click on Environmental Health, Temporary Food Establishments. The Application and Rules are there for you to print. I do have copies here at the Tourism Office for those that would like to stop by and pick up a set.

We are trying really hard to have everything set up and ready to go and we will need everyone's cooperation and understanding as we move to a new environment and location. If you have any questions please do not hesitate to call my office at 910-892-3282.

Sincerely

Sharon Stevens  
Community Marketing Director  
Dunn Area Tourism Authority  
Office of the Touchstone Energy NC Cotton Festival