



Summer Harvest Festival

Saturday, September 15, 2018 • 9:00 – 5:00 PM

Sunday, September 16, 2018 • 10:00 – 4:00 PM

LOCATION: On the grounds of Poplar Grove Plantation, nine miles north of Wilmington. Please come prepared for an **OUTSIDE SALE, RAIN or SHINE. A seasonally inspired 2-day festival featuring a 1930's carnival theme.**

ACCEPTABLE ENTRIES:

- Anything plant/garden related, heritage arts related (candle making/soaps etc.) and accessories, herbal products, dried material, garden art, home-based foods, home & kitchen items
- Select Arts and Crafts. Booths may be limited to avoid repetition. Poplar Grove has the right to refuse entries. Priority reserved for garden/hand-made/local items/seasonally themed fall items such as hand knit sweaters, scarves, décor etc. This is a 100% HANDMADE event. Upcycled items are acceptable but we are not taking direct sales/commercial vendors for this event.
- Concessions: Preserves, dips, desserts
- Food Trucks: Please fill out separate application specifically for food truck vendors available on our website. Space is limited.

BOOTH/SHOW LAYOUT: Spaces will be 10' x 10'. Booth spaces will be assigned and marked, and a layout of the spaces will be sent via e-mail on the Monday before the week of the event. Vendors may request and pay for multiple side-by-side spaces.

Vendors may request vehicle to remain at booth site, by permission only in the *Special Consideration* space on the application. First come, first serve basis. Booth assignments will be determined by this *Special Consideration*. Conservation efforts are underway, and vehicles create unnecessary wear and tear on the lawns and contribute to further erosion.

Vendors must provide all displays, pup tents, tables, chairs, drop cords, etc. that will be needed for the sale. You may request an electrical location if needed specifically for your product, available on a first come, first served application basis. Fans and heaters are not permitted to be plugged in to avoid overloading our system.

SET-UP: Exhibits must be set up and vehicles off the lawn by 8:45 AM on Saturday & 9:45 AM on Sunday.

All vendors will receive an emailed package consisting of map, Zone location (for unloading/loading/parking), time slot for arrival, parking pass and show set up information prior to the event.

Vendors may set up on Friday, September 14th from 11:00 AM – 5:00 PM. Please contact Suzette if you would prefer to set up on Friday.

NOTE: There will be overnight security on Saturday night, but not on Friday night.

ALL VENDORS must exhibit from 9:00 AM until 5:00 PM, on Saturday, September 15th & from 10:00 AM until 4:00 PM, on Sunday, September 16th.

For the safety of everyone, no one may move a vehicle on or off the grounds during event hours.

Vendors are responsible for appropriate tax ID numbers and related information. NC Dept of Revenue requires your CoR or exemption to be prominently displayed during the event.

BOOTH FEES

PLANT VENDORS: Live nursery plants for landscapes & garden.

_____ OUTSIDE ONLY: \$100.00 for two days, 10' x 20' space

ARTS/CRAFTS VENDORS: You must include 3 photographs or a website. This is a 100% HANDMADE EVENT.

_____ OUTSIDE: \$75 for two days, 10' x 10' space

_____ LIMITED SPACES ARE AVAILABLE IN THE AG. BLDG. FOR \$90 for two days.

CONCESSION VENDORS: \$75 (includes kettle corn, baked goods, preserves etc.), 10' x 10' space

FOOD TRUCK VENDORS: \$100 – please see FOOD VENDOR APPLICATION.

Deadline: **Application must be postmarked by Friday, August 31, 2018.**

Mail complete application and entry fee payable to:

**Poplar Grove Foundation, Inc.
Summer Harvest Festival
10200 US HWY 17 N
Wilmington, NC 28411**

Confirmation will be sent by e-mail, unless you prefer to send a SASE for your show information. Please notify us of any e-mail address change. **If your application is not accepted, Poplar Grove will return your check. An accepted application is a commitment to show.**

To email an application along with photos of your work or for any questions please contact Suzette at suzette@poplargrove.org

No refunds for a cancellation by a vendor for any reason, or due to inclement weather.

This event is held RAIN or SHINE!

POPLAR GROVE FOUNDATION, INC.
2018 Summer Harvest Festival

Complete and return this application with your booth fee no later than August 31, 2018.

PLEASE PRINT CLEARLY

Contact Person _____

Business Name _____ Website _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Social Media Outlets _____

All vendors are required to provide a copy of your **NC Dept. of Revenue Certificate of Registration** or the certificate of registration number. Attach a copy of your CoR, or provide number here: _____

Farmers that sell *only* products they grow themselves, and have an exemption, are required to attach a copy of the exemption, or provide exemption number here: _____

APPLYING AS: Plant Vendor (\$100) _____ Arts/Crafts Vendor AG BLDG (\$90) _____
Arts/Crafts Vendor OUTSIDE (\$75) _____ Concessions OUTSIDE (\$75) _____
Food Truck – please see FOOD TRUCK APPLICATION

ITEMS TO BE SOLD. List items to be sold. Arts & crafts vendors must also submit 3 photographs or include a website/Facebook page where items can clearly be viewed:

SPECIAL CONSIDERATIONS (permission to park vehicle at booth location – limited spacing, require electricity, double booth, commercial products, **handicapped considerations**, etc.)

GENERAL RELEASE: The undersigned does hereby and forever discharge Poplar Grove Foundation, Inc. of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, from any loss or damage to the undersigned's property while in the possession, supervision or auspices of the Summer Harvest Festival.

Applicant's Signature

Date