

*Poplar Grove Foundation, Inc.*

## Merry Little Christmas Festival

**December 7, 8 and 9, 2018**

**December 14, 15 and 16, 2018**

Dear Gift & Concession Vendors:

This year we have continued to keep refining our Christmas Festival to create a visual and interactive shopping experience for the young and young at heart.

Imagine, if you will...a European Winter Bazaar experience...intimate pathways between vendors over which magical starry lights flicker and glow. Each pathway ends in a seasonal vignette or interactive experience encouraging customers to explore all parts of the grounds...

As some of you know, we are open in the evenings for our lighted event and these have been very successful. This year we'd like to incorporate you, the vendors, into the experience for a day/evening event.

We have 2 weekends for you to choose from...different vendors for each weekend and a maximum of 60 arts and craft vendors per weekend to optimize your sales. Please sign up for the weekend you are interested in. There are no indoor barn spots/big top tent spots for this event, and limited spaces in the Ag. Building in order to create our magical, intimate shopping experience. There will be lots of firepits and outdoor heaters to warm those chilly noses and toes!

As there will only be 60 vendors per weekend, we will be jurying and limiting entries in all mediums and categories.

### **EVENT INFORMATION**

**Location:** Poplar Grove Plantation, nine miles north of Wilmington on the grounds of Poplar Grove.

**OUTSIDE:** Standard 10x10 booth space

**ENCLOSED AGRICULTURAL BUILDING:** Limited spaces available in covered agricultural building – no heat. Approx. booth size 8W x 5D.

**Acceptable entries:** Any handmade arts & crafts made by the vendor as well as limited commercial vendors. Entries may be limited to avoid repetition. Poplar Grove has the right to refuse entries as deemed necessary for variety.

**Booths:** Booth spaces will be assigned and marked. Vendors must provide all displays, tables, chairs, etc. that will be needed for the sale. **Exhibits must be set up and vehicles off the lawn at least 15 min. before the opening of the event.**

**Vendors** are responsible for collecting North Carolina sales tax on all sales made during the Christmas Show. A North Carolina sales tax number is required by North Carolina law.

**An accepted application is a commitment to show.** No refunds will be made for cancellation for any reason. *Poplar Grove is not responsible for your sales.*

**DATE(S)/TIME(S) & FEES**

**Fri. Dec. 7<sup>th</sup> (5pm-9pm); Sat. Dec. 8<sup>th</sup> (Noon-8:00pm); Sun. Dec. 9<sup>th</sup> (Noon-5:00pm)**

\_\_\_\_\_ **OUTSIDE:** \$85

\_\_\_\_\_ **AG BUILDING** \$100 (No heat, limited spaces. You will be notified if it is full, please mark if you'd like an outdoor space as a secondary choice)

**OR**

**DATE(S)/TIME(S) & FEES**

**Fri. Dec. 14<sup>th</sup> (5pm-9pm); Sat. Dec. 15<sup>th</sup> (Noon-8:00pm); Sun. Dec. 16<sup>th</sup> (Noon-5:00pm)**

\_\_\_\_\_ **OUTSIDE:** \$85

\_\_\_\_\_ **AG BUILDING** \$100 (No heat, limited spaces. You will be notified if it is full, please mark if you'd like an outdoor space as a secondary choice)

**PLEASE SPECIFY THE CATEGORY FOR WHICH YOU ARE APPLYING (Food trucks: Separate Application)**

\_\_\_\_\_ Concession (Coffee, Kettle Korn, Baked Goods etc.)

\_\_\_\_\_ Jewelry

\_\_\_\_\_ Woodworking

\_\_\_\_\_ Fine Art (Painting/Illustration/Photography/Sculpture)

\_\_\_\_\_ Upcycled Art

\_\_\_\_\_ Bath and Body (Soaps, aromatherapy, essential oils, lotions etc.)

\_\_\_\_\_ Candles and Basketweaving

\_\_\_\_\_ Handmade clothing

\_\_\_\_\_ Pet

\_\_\_\_\_ Reclaimed painted (painted signs, birdhouses, etc.)

\_\_\_\_\_ Multi media (a mix of categories, including jewelry must be specified)

\_\_\_\_\_ Commercial/Direct Sales (Please specify) \_\_\_\_\_

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

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**Merry Little Christmas Vendor APPLICATION**

**Complete and return this application with your booth fee no later than 4 PM, Fri. Nov. 16, 2018.**

**Please Print Clearly**

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Business Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Phone (daytime) E-mail

Items to be sold (clearly describe all types of items to be sold):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements: \_\_\_\_\_

All vendors are required to provide a copy of their NC Department of Revenue Certificate of Registration, or the certificate of registration number. Include a copy with your application, or provide you CoR number in the space provided: \_\_\_\_\_

**NC Dept. of Revenue requires CoR or exemption to be prominently displayed during the event.**

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 Christmas event.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

# *Poplar Grove Foundation, Inc.*

## SET-UP INFORMATION

**Friday, December 7th: 2:00pm – 4:45 pm.** Entrances and parking lot locations will be emailed before the event.

**Friday, December 14th: 2:00pm – 4:45 pm.** Entrances and parking lot locations will be emailed before the event.

- Vehicles must be cleared off grounds by 4:45 pm on the Friday of the event. You will be allowed to drive in on both Saturday and Sunday mornings to unload additional items or items you have chosen to take home the evening before. All vehicles must be off the grounds 15 minutes prior to the start time on each date.
- There will be overnight security on both Friday and Saturday evenings, both weekends. However, we are not responsible for any loss or damages due to theft/weather, etc. during the event or overnight hours.
- No vehicles may enter the grounds at any time, for any reason, during the hours of the events when customers are on the grounds.
- **CONCESSION VENDORS: If you are selling a product that requires inspection, certification and/or license, you must include a copy of such with this application.**

Vendors will be responsible for providing own lighting, electrical cords, tables, chairs, etc., plus securing own unit(s) at closing each day/night of the event. Poplar Grove Foundation, Inc. will be responsible for securing grounds and outbuildings. A limited # of electrical outlets are available on a first come, first serve basis and priority is given to those requiring electricity for their product. We do not have 50 amp service and generators/heaters are not allowed for arts and craft or concession vendors.

**NOTE:** Booth layout & assignments will be emailed no later than the afternoon of Friday, November 30, 2018, with more specific information. For those requesting the AGRICULTURAL BLDG spaces, you will be emailed as soon as application is received if booth space is available.

### **POPLAR GROVE CONTACT:**

Suzette Cooper

[suzette@poplargo.org](mailto:suzette@poplargo.org)

phone: 910-686-9518 x102

Deadline for application: **November 16, 2018.**

### **Mail application and Booth Fee to:**

Poplar Grove Plantation

Merry Little Christmas Festival

10200 US HWY 17

Wilmington, NC 28411

**Booth Fees Payable to: Poplar Grove Foundation, Inc. (Pls. write "Xmas Festival" in memo line)**