



## Summer Harvest Festival 2019

**Saturday, September 14 • 9:00 – 5:00 pm**

**Sunday, September 15 • 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 vintage 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. This is a 100% HANDMADE event, upcycled items are acceptable but we are not taking direct sales/commercial vendors for this event. 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. You must submit via email or mail 5 photos of your work including one of your booth set up for consideration.
- Farmer's Market Vendors: Designated spots at the entry/ticket booth.
- 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. All tents must be weighted down with appropriate weights. You are responsible for any loss or damages incurred by an improperly secured tent and/or setup.

**SHOW 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 the MONDAY AFTERNOON prior to the event.

Vendors may set up on Friday, September 13<sup>th</sup> between 1:00 pm and 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. We are not responsible for loss or damages. Poplar Grove Foundation, Inc. is not responsible for the success of your sales. Know your sales audience! This is a family-oriented local event.

**ALL VENDORS** must exhibit from 9:00 AM until 5:00 PM, on Saturday, September 14<sup>th</sup> & from 10:00 AM until 4:00 PM, on Sunday, September 15<sup>th</sup>. For the safety of everyone, no one may move a vehicle on or off the grounds during event hours. You may not break down during show hours to leave early - barring an emergency. Please text Suzette at 910 685 4549 in such an event.

**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**

**FARM VENDORS:** Seasonal fruits and vegetables, cut flowers, honey, eggs

OUTSIDE ONLY: \$50.00 for two days, 10' X 10' SPACE

**PLANT VENDORS:** Live nursery plants for landscapes & garden

OUTSIDE ONLY: \$75.00 for two days, 10' x 10' space

**ARTS AND CRAFTS:** You must include 5 photographs or a website link. This is a 100% HANDMADE EVENT.

OUTSIDE: \$75 for two days, 10' x 10' space AG MUSEUM: (limited spaces) \$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 30, 2019.**

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](mailto:suzette@poplargrove.org)

**No refunds and/or credits 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.  
Summer Harvest Festival 2019

**Complete and return this application with your booth fee no later than August 30, 2019.**

**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:** Farm Vendor OUTSIDE (2 day \$50/1 day \$25) \_\_\_\_\_

Arts/Crafts Vendor OUTSIDE (\$75) \_\_\_\_\_ Ag. Museum (\$90) \_\_\_\_\_

Concessions OUTSIDE(\$75) \_\_\_\_\_

Food Truck (\$100)

**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:

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

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**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 Sale.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date