

Poplar Grove Foundation, Inc.

Merry Little Christmas Festival

December 6, 7 and 8, 2019

December 13, 14 and 15, 2019

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!

*Please note, if you participated last year there is a time change this year. We are moving up the start times on Saturday and Sunday, but still going through into the evening. This means Saturday will be a long day, but I think it will make up for it with great sales! This year I will have a "warm up" lounge for you all to take breaks in, have a snack, and warm those toes.

As there will only be 60 outdoor 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 6D.

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. 6th (5-8pm); Sat., Dec. 7th (10am-8:00pm); Sun., Dec. 9th (10-4:00pm)

_____ **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. 13th (5-8pm); Sat., Dec. 14th (10am-8:00pm); Sun., Dec. 15th (10am-4:00pm)

_____ **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/Reclaimed Painted (signs, birdhouse, etc.)

_____ Candles, Bath, Body (Soaps, aromatherapy, essential oils, lotions etc.)

_____ Handmade clothing

_____ Pet

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

_____ Commercial/Direct Sales (Please specify) _____

_____ Other (Please specify) _____

Poplar Grove Foundation, Inc.

Merry Little Christmas Vendor APPLICATION

Complete and return this application with your booth fee no later than 4 PM, Fri. Nov. 22, 2019.

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 6th: 1:00pm – 4:45 pm. Entrances and parking lot locations will be emailed the Monday before the event.

Friday, December 13th: 1:00pm – 4:45 pm. Entrances and parking lot locations will be emailed the Monday 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.

*Electrical box stations will run behind each run of booths to plug in extension cords. The location of the closest electrical box to your tent will be marked on the map. All vendors must plug their cords to the box; however, our electrical person will plug the box into the main panels so we don't blow any fuses.

We do not have 50 amp service; unfortunately, generators/heaters are not permitted, so wear gloves!

NOTE: Booth layout & assignments will be emailed no later than the afternoon of Monday, December 2, 2019 for Week 1 and Monday, December 9, 2019 for Week 2 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 or 910-686-9518 x102

Deadline for application: **November 22, 2019.**

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)