



## Summer Harvest Festival 2020

**Saturday, September 19, 2020 • 9:00 – 5:00 pm**

**Sunday, September 20, 2020 • 10:00 – 4:00 pm**

**LOCATION:** On the grounds of Poplar Grove Historic House & Museum, 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:

- Plant/garden-related, heritage arts-related (candle-making, soaps, basketry, metal-works, herbal products, dried material, etc.), hand-made accessories, home-based foods, seasonal home & hearth.
- Select Arts and Crafts. This is a 100% HANDMADE event. Upcycled items are acceptable, but no direct sales/commercial vendors. You must submit via email or mail 5 photos of your work including one of your booth set up for consideration.
- Farmer's Produce Vendors with 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.

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.

Poplar Grove Foundation, Inc. is not responsible for the success of your sales. Know your market! This is a family-oriented seasonal arts & crafts local event.

**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. 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.**

**Vendors will receive an emailed package consisting of layout map, Zone location entrance for unloading/loading/parking, time slot for arrival, parking pass and additional set-up information on the MONDAY AFTERNOON prior to the scheduled event.**

Vendors may set up on Friday, September 18<sup>th</sup> between noon 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.

**ALL VENDORS** must exhibit from 9:00 AM until 5:00 PM, on Saturday, September 19<sup>th</sup> & from 10:00 AM until 4:00 PM, on Sunday, September 20<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: DUE TO CORONAVIRUS, PLEASE DO NOT SEND FEES AT THIS TIME. WE WILL NOTIFY YOU FOR PAYMENT ONCE WE ARE ASSURED RESTRICTIONS ARE LIFTED SO THAT THE FESTIVAL CAN PROCEED.**

Poplar Grove Foundation, Inc. is a non-profit organization. Once payment is received, please be advised, **we do not issue refunds** including but not limited to no-show, Federal or State Emergencies, nefarious acts of God, etc. When possible, we may issue an in-kind credit towards a future show.

**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, September 4<sup>th</sup>, 2020.** To mail your application, send to the following address:

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

To email an application, along with photos of your work, contact Suzette at [suzette@poplargo.org](mailto:suzette@poplargo.org)

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. **An accepted application is a commitment to show.**

**This event is held RAIN or SHINE!**  
**Summer Harvest Festival • September 19<sup>th</sup> and 20<sup>th</sup> 2020**

***Complete and return this application with your booth fee no later than September 4th, 2020.***

**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 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 2-day \$50 \_\_\_\_\_; 1-day \$25 \_\_\_\_\_  
Arts/Crafts Vendor OUTSIDE \$75 \_\_\_\_\_; Ag. Museum INSIDE \$90 (spaces limited) \_\_\_\_\_  
Concessions \$75 \_\_\_\_\_ Food Truck \$100 \_\_\_\_\_

**PLEASE DO NOT SEND PAYMENT AT THIS TIME UNTIL WE ARE CERTAIN THE FESTIVAL MAY PROCEED UNDER COVID 19 RESTRICTIONS. YOU WILL BE NOTIFIED 2 WEEKS BEFORE THE EVENT IF PAYMENT IS DUE.**

**ITEMS TO BE SOLD.** List items to be sold. Arts & crafts vendors must also submit 5 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 Harvest Festival event.

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

\_\_\_\_\_  
Date