

Poplar Grove
PLANTATION
Herb & Garden Fair 2023

This event is held RAIN or SHINE!

Saturday, April 1st • 9:00 – 5:00 pm

Sunday, April 2nd • 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. Limited indoor spaces for arts/crafts vendors.**

ACCEPTABLE ENTRIES: Live vegetable, herb & flower plants, shrubs and trees, gardening items and accessories, herbal products, dried material, garden art, books, tools, home-based foods, local produce, home & kitchen items, select arts & crafts with a focus on nature themes/environment/recycling. Booths may be limited to avoid repetition. Poplar Grove has the right to refuse entries. Priority reserved for garden/hand-made/local items.

BOOTH/SHOW LAYOUT: Spaces will be 10' Width x 10' Depth for artisans and 20' Width x 10 Depth for plant vendors. 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 with priority on HANDICAPPED VENDORS. 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.

SHOW SET-UP: Exhibits must be set up and vehicles off the lawn by 8:30 AM on Saturday April 1st & 9:30 AM on Sunday April 2nd.

THERE WILL BE EARLY SET UP ON FRIDAY MARCH 31ST, 2023 FROM 10AM TO 5PM. THERE IS NO NEED TO CONTACT US TO LET US KNOW YOU ARE COMING, IT IS ALL ACCESS AND YOU MAY UTILIZE ANY GATE ON FRIDAY. IF YOU ARE COMING ON SATURDAY YOU MUST FOLLOW THE GATE OF ENTRY AND TIME SLOT YOU ARE ALLOCATED IN YOUR SET UP PACKAGE. IT IS HIGHLY ENCOURAGED THAT IF YOU HAVE AN OVERSIZE VEHICLE, TRUCK OR ARE PULLING TRAILERS THAT YOU COME ON FRIDAY TO SET UP. IF YOU HAVE ANY OF THE ABOVE AND NEED TO SET UP SATURDAY MORNING PLEASE FILL OUT THE INFO. BELOW SO YOUR ARRIVAL TIME CAN BE COORDINATED TO AVOID TRAFFIC CONGESTION.

VENDOR VEHICLE TYPE AND TOW VEHICLE LENGTH:- _____

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, April 1ST & from 10:00 AM until 4:00 PM, on Sunday, April 2ND. *Poplar Grove is not responsible for vendor sales. It is a plant sale, thus salt and pepper may not fly out of your booth. Know your product, your market, your audience.*

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: includes live nursery plants for landscapes & garden

OUTSIDE ONLY: \$150.00, booth size 20' Width x 10' Depth

ARTS/CRAFTS VENDORS: includes but not limited to cut flowers, assembled gardens such as terrariums and container gardens, garden sculptures, bird houses, metal arts. **You must include 3 photographs or a website.** Commercial vendor spots are limited to returning vendors only as we are primarily a handmade/grown/produced event.

OUTSIDE: \$120.00, booth size 10' Width x 10' Depth

INSIDE: AGRICULTURE MUSEUM LIMITED SPOTS: (PLEASE BE AVAILABLE TO ACCEPT AN OUTDOOR SPOT IF THE INSIDE SPOTS ARE FULL). SIZES OF SPACES VARY AND WILL BE ASSIGNED BASED ON VENDOR REQUIREMENTS AND ORDER OF APPLICATION RECEIVED. _____ (\$135.00)

CONCESSION VENDORS: \$120.00 (includes kettle corn, baked goods, take-away produce such as nuts, oranges, apples, etc.)

FOOD VENDORS: \$150.00 – please see FOOD VENDOR APPLICATION.

NEW VENDORS, PLEASE SEND APPLICATION ONLY, NO PAYMENT UNLESS CONTACTED WITH CONFIRMATION OF ACCEPTANCE. RETURN VENDORS PLEASE SEND PAYMENT WITH YOUR APPLICATION. Applications will still be accepted until Friday, March 17, 2022, or until show is filled. This show sells out quickly so we recommend you get your application in as soon as possible.

Poplar Grove Foundation, Inc. reserves the right to limit categories to avoid repetition.

Mail complete application to:

Email: suzette@poplargrove.org Tel: 910 398 3322

**Poplar Grove Foundation, Inc.
Herb & Garden Fair
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. **An accepted application is a commitment to show and payment will be due immediately.**

If you have any questions, please contact Suzette at suzette@poplargrove.org the most immediate response.

No refunds will be issued for any reason, not limited to cancellation by vendor/site, inclement weather, snow/ice storms, global, national, regional local pandemic, personal illness, nuclear explosions, acts of war, domestic and foreign, death of family member, any cruel act of God or nature, etc. We will issue you a credit for another show of your choice.

POPLAR GROVE FOUNDATION, INC.
2023 Herb & Garden Fair Application

Complete & return this application no later than March 17th, 2023^h. Payment will be due upon acceptance via email.

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 (\$150) _____ Arts/Crafts Vendor OUTSIDE (\$120)
_____ Concessions (\$120) _____ Arts and Crafts Ag Museum (Limited spaces) (\$135) _____

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 Herb and Garden Fair.

Applicant's Signature

Date