

# Poplar Grove

## Goosebumps in the Grove 2024

### Halloween Festival

**Saturday, October 26th • 10:00 – 5:00 pm**

**Sunday, October 27th • 10:00 – 4:00 pm**

**LOCATION:** On the top grounds of Poplar Grove Historic House & Museum, nine miles north of Wilmington. Please come prepared for an **OUTSIDE SALE, RAIN or SHINE. A Halloween inspired 2-day festival featuring a vintage carnival theme and for an additional fee a haunted manor house!**

#### **ACCEPTABLE ENTRIES:**

- Juried 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. You must submit via email, or mail, 5 photos of your work, including one of your booth set up for consideration.
- Concessions: Preserves, dips, desserts
- Food Trucks: Please fill out separate application specifically for food truck vendors available on our website. Space is limited. Whisper quiet generators *only*, there is no 50 amp electrical service for this event.

**THIS FESTIVAL WILL BE LOCATED ON THE EXPANDED TOP LAWN FACING HWY 17.**

**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 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 9:45 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, October 25<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 advise only setting your tent and tables if you choose early set up on Friday). 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. You may bring your vehicle in after 5:15 on Saturday (or when grounds have been cleared of guests) in order to take home your product if you do not wish to leave it overnight, there will be hours on Sunday morning to bring your vehicle in to restock/set up.

**ALL VENDORS** must exhibit from 10:00 AM until 5:00 PM on Saturday, October 27th & from 10:00 AM until 4:00 PM on Sunday, October 28th. 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 910 998 3322 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 (PLEASE CHECK NEXT TO SPECIFIED SPACE APPLYING FOR)**

       **ARTS AND CRAFTS:** You must include 5 photographs or a website link. This is a 100% HANDMADE EVENT. OUTSIDE: \$85 for two days.

       **CONCESSION VENDORS USING TENTS:** \$85 (includes kettle corn, baked goods, preserves etc.), 10' x 10' space (YOU MUST SUPPLY A COPY OF YOUR KITCHEN INSPECTION OR COMMERCIAL KITCHEN USAGE)

       **CONCESSION TRAILERS:** \$100 for two days. (Please fill out FOOD VENDOR APPLICATION, so we have the details of your trailer.)

**FOOD TRUCK VENDORS:** \$150 – please see FOOD VENDOR APPLICATION.

**Deadline:** **We will accept applications until September 30<sup>th</sup> or UNTIL SHOW IS FILLED.**

Mail complete application and entry fee payable to:

**Poplar Grove Foundation, Inc.  
Goosebumps in the Grove  
10200 US HWY 17  
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)

***Complete & return this application with your booth fee no later than September 30, 2024,  
OR UNTIL SHOW IS FILLED.***

***You will be notified if you are accepted upon receipt of your application, or if you are waitlisted,  
or on the list for review.***

**POPLAR GROVE GOOSEBUMPS IN THE GROVE 2024**

**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: \_\_\_\_\_

Home or commercial kitchen inspection paperwork attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Liability insurance paperwork attached (concession vendors): Yes \_\_\_\_\_ No \_\_\_\_\_

**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. We also require a photograph of your booth set up. \_\_\_\_\_

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**SPECIAL CONSIDERATIONS** (require electricity, double booth, 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 person or property while in the possession, supervision or auspices of the Halloween Festival at Poplar Grove Foundation, Inc.

**As a non-profit organization, there are no refunds for any reason. However, credit will be granted for future festivals due to an unforeseen cancellation. We will not issue refunds/credits if you choose to cancel your participation in the event.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_