

NC STATE EXTENSION

Master Gardener | Cabarrus County
Volunteer Association

13th Annual Spring Herb & Plant Festival, April 14, 2018

Thank you past Herb Festival vendors and potential new vendors for your interest in the Extension Master Gardener Volunteer Program's 13th festival! **Please make sure you carefully read this letter and the vendor information supplied with the application. MUCH has changed this year!**

We are moving to the Cabarrus Arena and Events Center! We had outgrown our previous space, and we believe the new venue will alleviate our concerns with traffic and parking to provide a safer and more enjoyable environment for our customers and our vendors. The address is 1751 NC Hwy 49 North in Concord, NC 28025.

Our Festival will be held in the area that usually has the midway rides at the fair. As a result, there will be NO covered spaces this year. If you need shelter, please plan to bring a tent. Please note that tents 20'x 20' or larger will need a permit (I can help you through the permitting process if you fall into this category – let me know). Vendors with tents less than 400 square feet do not need a permit. The good news is access to needed utilities should be much easier this year. Please let us know if you have special requirements.

A note to food vendors. Because the Cabarrus Arena and Events Center has a food area that offers basic food and drink, they request that they have an opportunity to review all food vendor applications to ensure there is not a conflict with their food service before approving and notifying the vendors. I will attempt to get a copy of their menu in advance to assist your planning.

As usual, all vendors will be notified of space assignments in January 2018.

We appreciate your understanding and patience as we make this change. Obviously, this will be a learning experience for all of us, so your constructive feedback as we proceed will be appreciated.

Sincerely,
Vickie Julian, Festival Vendor Coordinator: vickiejo@ctc.net
Scott Maxwell, Festival Chair: esmaxwell58@gmail.com

715 Cabarrus Avenue-West Concord, NC 28027

The 2018 EMGVCC
Herb and Plant Festival Vendor Committee

13th Annual Spring Herb & Plant Festival, April 14, 2018

8:00 a.m.-4:00 p.m.
RAIN or SHINE

VENDOR INFORMATION SHEET

The application and release to be returned is on page 4.

- 1.) This annual event is coordinated by the Extension Master Gardener Volunteer Program.
- 2.) Vendors **must have** items for sale or display that are gardening, environmental or herb themed and must be family friendly.
- 3.) VENDORS ARE RESPONSIBLE FOR OBTAINING IN ADVANCE ANY REQUIRED HEALTH DEPARTMENT OR OTHER CERTIFICATION FOR THE ITEMS THEY ARE SELLING. A copy of such certification must be available the day of the Herb Festival.
- 4.) It is imperative that all vendors have their applications in the queue as soon as possible to ensure their participation and help us plan for a successful event.
- 5.) **Cost for any space rental for the day is \$50.** The proceeds are used to cover the expenses related to hosting the Festival AND benefit the Extension Master Gardener Volunteer Program Grants & Scholarship Programs.

*Make check payable to: **CCEMGVA** and hand deliver in a sealed envelope **or mail to:***

HERB FEST

NC Cooperative Extension-Cabarrus County Center
715 Cabarrus Avenue-West,
Concord, NC 28027

Application is not complete without payment. Also note that checks may not be immediately deposited. Vendors with returned checks pay ALL fees incurred.

- 6.) If vendors require more than the standard 14' wide by x 40' deep grassy area space, two spaces must be reserved. THIS INCLUDES FOOD VENDORS. If two are requested, they will be side by side unless otherwise requested. If the spaces are not side by side, both need to be manned.
- 7.) Educational displays/demonstration and non-profits that meet the gardening theme or provide horticulture education will not be charged unless merchandise is sold. These will be considered vendors, however, and will be held to all of the requirements as specified herein for vendors.

- 8.) Vendors will be notified of space assignments as soon as feasible. Our target is January, 2018.
- 9.) There will NOT be guaranteed spaces for previous Festival vendors. Vendors can NOT give their space assignment to anyone else.
- 10.) **CANCELLATIONS: If unable to participate**, vendors must email (vickiejo@ctc.net) or call (704-455-7847) **Vickie Julian NO LATER THAN APRIL 1ST, 2018** to cancel or they will be denied privileges to sell at future Festivals. Refunds will NOT be made for vendor cancellations.
- 11.) The Festival committee reserves the right to revoke or deny AT ANY TIME any and all persons from selling at the Festival who the committee feels do not meet requirements or who exhibit inappropriate behavior whether check/application has been received or not.
- 12.) The Festival is held at an open air facility with portable restrooms, water, electricity and parking.
- 13.) We anticipate that most vendors will be able to park one (1) vehicle directly behind their space. Additional parking elsewhere will be available if needed.
- 14.) All applying vendors must be prepared to be assigned on unpaved & grassy grounds. Vendors must be prepared to bring any display tables, chairs, umbrellas and/or tents needed and be prepared for all types of weather! RAIN or SHINE, no exceptions!
- 15.) No solicitation of any kind is allowed on the property unless by a paid vendor whose name is listed on the application. Spaces may be shared, but all names must be on the application. Solicitation is restricted to the Vendor's assigned area; no roving solicitations are permitted.
- 16.) Set up time will be between 4:00 p.m. and 9:00 p.m. on the Friday before the Festival (April 13, 2018) or between 6:00-7:45 a.m. on April 14, 2018. Each vendor must check in with the designated Extension Master Gardener Volunteer prior to setting up a booth in order to be directed to their assigned space. If a vendor sets up in an incorrect space, they will be required to move or leave the premises without refund.
- 17.) NO LATE ARRIVALS, PLEASE!!!! If you have not arrived by 7:45 a.m. on the day of the Festival, your space will be assigned to the first available vendor on the waiting list.
- 18.) The Extension Master Gardener Volunteer Program does not assume responsibility for vendor merchandise left unattended overnight.
- 19.) **NC Dept. of Revenue Sales and Use Tax Certification Account ID or valid exemption reason is required on application in order for it to be considered.**
- 20.) Primary and preferred method of communication is email (to save costs and speed communication). Please **make sure your email address is legible** and notify Vickie Julian at vickiejo@ctc.net of any changes.
- 21.) No pets please, thank you!

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**2018 HERB FESTIVAL
VENDOR APPLICATION &
RELEASE FORM**

Master Gardener | Cabarrus County
Volunteer Association

This application will not be considered unless fully completed, signed and returned with check.
(Note: Checks may not be immediately deposited. Vendors with returned checks pay ALL fees).

Make check made payable to: CCEMGVA (Cabarrus County Extension Master Gardener Volunteer Association)

Mailed to: HERB FEST
NC Cooperative Extension-
Cabarrus County Center,
715 Cabarrus Avenue-West
Concord, NC 28027

or hand- delivered in a **sealed envelope** :
Monday -Friday, 8 a.m.-5 p.m.

Please print legibly:

Owner/person responsible for vendor space: _____

COMPANY NAME: _____

NC Dept. of Revenue Certification Sales & Use Tax Account ID or exemption reason: _____
(Required or application will not be processed.)

Mailing Address: _____
City, State, Zip

Phone Numbers: _____

***EMAIL: _____

***NOTE: MOST COMMUNICATION IS DONE VIA EMAIL AND IT IS **EXTREMELY** IMPORTANT THAT THIS ADDRESS BE ACCURATE AND **LEGIBLE**.

Please list sample of items you plan to sell or demonstrate: _____

Please list any special requirements for water, electricity, etc.: _____

I have read the rules/regulations #1-22 and the Cover Letter. I understand that non-compliance may prevent me from participating or selling at any future Extension Master Gardener Volunteer Program Herb and Plant Festival. I hereby agree to discharge and release the Cabarrus County Extension Master Gardener Volunteer Program, NC Cooperative Extension, Cabarrus Arena and Events Center and all their members from all manner of actions, suits, damages, claims, and demands, whatsoever, in law and in equity to damage or loss.

Signature: _____ Date: _____
(of person responsible for vendor space)

Signature and date required in order to process application!

PAGE # 4
To be returned with check

INTERNAL USE ONLY:
SPACE ASSIGNED _____ FEE RECEIVED: _____ CHECK#: _____ DATE NOTIFIED: _____ REMINDER SENT: _____
NOTES: _____
