

North Carolina Gourd Arts & Crafts Festival

**Vendor Information**

November 3-4, 2018

<http://www.ncgourdsociety.org>

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Dear Vendor,

We are excited about this year's festival and hope you will be able to join us. We are all excited to see what vendors will be attending and offering for sale this year!! **NEW FOR THIS YEAR:** NCGS will have **online signups** (go to [www.ncgourdsociety.org/festival.html](http://www.ncgourdsociety.org/festival.html) for vendor applications and vendor payments), so no need to mail the forms. To mail in the application and check, use the application form on page 3. All proceeds support the Festival and the activities of the North Carolina Gourd Society, a non-profit organization.

**APPLICATION DEADLINE**

Please submit your application and payment by August 1<sup>st</sup>, 2018.

**FESTIVAL DATES AND TIMES**

Saturday, November 3<sup>rd</sup> from 9am to 5pm (possible class times 8am to 6pm)

Sunday, November 4<sup>th</sup> from 10am to 4pm (possible class times 9am to 4pm)

Each vendor is expected to be available during all hours that the Festival is open to the public.

**SETUP & BREAKDOWN TIMES**

Setup: Friday Nov. 2 from 12pm to 7pm; Saturday Nov. 3 from 7am to 9am

Breakdown: Sunday Nov. 4 from 4pm to 6:30pm

All vendors are expected to be packed up and out of the building by 6:30pm on Sunday.

**LOCATION**

NC State Fairgrounds  
Holshouser Bldg.  
1025 Blue Ridge Blvd.  
Raleigh, NC 27607

**BOOTH FEES**

The cost of a 12' x 12' vendor space is \$65 and includes two 8' tables and two chairs for the entire festival. Electrical drops from the ceiling or use of wall outlets are available for an additional \$25. If electricity is required, we must know in advance to ensure the drops are in place. Vendors should bring their own heavy-duty extension cord and power strip labeled with their names. Additional tables are \$10 each, and chairs are \$2 each. If you will not need the tables and chairs included with your booth fee, let us know. Vendor fees are not refundable after the August 1st deadline unless the Festival Coordinator is able to rent that space to another vendor.

**SALES ITEMS**

Gourds and arts/crafts made from gourds and/or gourd related items must make up the main part of all sales displays. The Festival Coordinator must approve in advance any sales items that are not gourd related. A detailed description of such non-gourd items must be included on your application. Non-gourd items not approved in advance by the Festival Coordinator may be removed from the vendor's table.

## **COMPETITION ENTRY**

As part of the Festival's goals of both entertaining and educating the public, **each vendor must enter either one competitive category or one display category.** This helps show the public what can be accomplished with gourds and provides additional exposure for the vendor's wares.

## **GOURD SOCIETY MEMBERSHIP**

Vendors are encouraged to be members of the North Carolina Gourd Society, the American Gourd Society, or any American Gourd Society state chapter. NCGS membership signup is offered on the vendor application.

## **BEST OF SHOW VENDOR CATEGORY**

Vendors are encouraged to bring additional displays and table skirting to compete in the Best of Show - Vendor competition.

## **AUCTION CONTRIBUTIONS**

This year's festival will feature a silent auction. This exciting event can only take place with your help. The North Carolina Gourd Society is grateful for each contribution regardless of size or value, as are the lucky winners. If so inclined, please bring your donation to the auction area or club table during setup hours and fill out the donation form (include your business card if you like). The NC Gourd Society is a 501(c) (3) non-profit organization. Donations are tax deductible.

## **PHOTOGRAPHY**

The purpose of the Gourd Festival is to educate and entertain the public about gourds and, accordingly, photography is encouraged. However, if a vendor does not wish to have their items photographed, they will be responsible for posting a clearly visible sign noting "No Photos Please". The Festival does not discourage photographs of any special exhibits, including items entered in the Festival Competition.

## **DEMONSTRATIONS**

The North Carolina Gourd Society encourages vendors to do demonstrations in their spaces.

## **NCGS FALL QUARTERLY MEETING & BEST OF SHOW AWARDS**

You are invited to attend our dinner meeting on Saturday November 3, 2018 at 6:30pm only 1 mile from the festival at the Backyard Bistro, 1235 Hurricane Alley Way, Raleigh, NC 27607, 919-851-6203.

## **LOCAL HOTELS & RV ACCOMMODATIONS**

See the following website for a list of local area hotels: <http://www.ncstatefair.org/accommodations.htm>  
The NC State Fairgrounds has approximately 350 full service hookups available on a first come, first served basis. Some of the hookups are very close to the Festival Building. Call (919) 612-6767 or (919) 821-7400 for details. State Parks in the Raleigh area also offer full service hookups for recreational vehicles. See: <http://www.ncstatefair.org/facilities/camping.htm>

## **LIABILITY**

The North Carolina Gourd Society is not responsible for accidents, loss, theft, or breakage.

## **CONTACT US WITH QUESTIONS**

Contact Ellen, our festival coordinator, at 919-996-9192 or [echealy@att.net](mailto:echealy@att.net).

We look forward to receiving your application and payment by August 1<sup>st</sup>. You will be notified upon vendor approval. Hope to see you at the festival on November 3-4, 2018!

Until then, happy gourdng!

# VENDOR APPLICATION

Vendor Name: \_\_\_\_\_

Additional Vendor Names: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Days: \_\_\_\_\_ Evenings: \_\_\_\_\_

Email: \_\_\_\_\_

I intend to exhibit and/or sell the following types of items:

\_\_\_\_\_  
\_\_\_\_\_

I understand that the sale of non-gourd items must be approved in advance. The non-gourd items I propose to sell are:

\_\_\_\_\_  
\_\_\_\_\_

- I am a member of:
- North Carolina Gourd Society
  - American Gourd Society
  - Other State Chapter of the American Gourd Society
  - Not a member yet, but am including \$12 to join the NC Gourd Society

Each 12' x 12' space includes two 8' tables & two chairs.

12' x 12' Space	_____ Space(s) @ \$65.00 each	_____
Additional Chairs	_____ Chairs at \$2 each	_____
Additional Tables:	_____ Tables at \$10.00 each	_____
Electrical use/drop	_____ Space(s) @ \$ 25.00 each	_____
NCGS Membership Fee	_____ Membership @ \$ 12.00 each	_____

**Total Amount Enclosed:** \_\_\_\_\_ \$\_\_\_\_\_

If you will not need all of the tables and chairs that are included with your booth, let us know how many tables and chairs you would like us to set up at your vendor space: \_\_\_\_\_

Please send completed vendor application with check made out to **NC Gourd Society** by August 1, 2018 to:  
NC Gourd Festival  
Attn: Ellen Healy  
8900 Jeanew Court  
Raleigh, NC 27613

I have read and agree to the terms stated on the NCGS Festival Vendor Information sheet/webpage. I understand that there are no refunds after August 1<sup>st</sup>, 2018.

Sign Here: \_\_\_\_\_