



North Carolina Gourd Arts & Crafts Festival VENDOR INFORMATION 2024

September 7 – 8, 2024

ncgourdsociety@gmail.com

We are excited about this year's festival. We hope you will be able to join us. The theme for this year's festival is "Halloween." We are keeping costs the same in 2024!

For your convenience, we have highlighted areas that have changed from last year.

The festival will follow all health guidelines of the N.C. State Fairgrounds, North Carolina Department of Health and Human Services, and the U.S. Center for Disease Control.

You may apply online on our website **OR** download and print an application form on our website <https://ncgourdsociety.org/>.

APPLICATION DEADLINE

Please submit your online application **by June 30th, 2024**. Do not send payment with your application. Please allow 48 hours for a confirmation of your application. The festival committee will review your application and let you know if it has been accepted and the fees due. **Payment will be due by July 15th, 2024 unless otherwise arranged.**

FESTIVAL DATES AND TIMES

Saturday, September 7th from 9 am to 5 pm (possible class times 8 am to 5 pm).
Sunday, September 8th from 9 am to 5 pm (possible class times 8 am to 5 pm).
Each vendor is expected to be available 9 am to 5 pm each day.

SETUP & BREAKDOWN TIMES

We have a later setup time on Friday afternoon in 2024 due to another event in the building.

Setup: Friday Sept 6th from **3 pm** to 7 pm; Saturday Sept 7th from 7 am to 9 am

Breakdown: Sunday Sept 8th from 5 pm to 6:30 pm

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

LOCATION

NC State Fairgrounds, Holshouser Bldg., 4285 Trinity Road, Raleigh, NC 27607

BOOTH FEES

The cost of a 12' x 12' vendor booth is \$75; each additional large booth is \$72.50. We again have a limited number of smaller vendor booths (10' x 10') for \$50. We hope the smaller booths will entice new vendors and/or vendors who don't need a large booth. The smaller booths are offered on a first-come basis. If you apply for a small booth and none are available, you may either apply the \$50 to a large booth or withdraw your application.

To make it equitable for those not wishing to pay for tables/chairs they don't use, you must order all the tables and chairs you wish to rent for a price of \$12 per table and \$2 per chair. You are welcome to bring your own tables and chairs.

Electricity is available for an additional \$25. If electricity is required, we must know in advance to ensure the drops are in place. Vendors must bring their own heavy-duty extension cord and power strip labeled with their names. Vendors who have a booth against an outside wall will be charged the electrical fee if they use the wall outlets.

Note that we continue to allow vendors to share a booth. One person pays the fee but can share with another vendor of their choice. Both vendors must comply with the rules in the vendor information.

Vendor fees are not refundable after the **July 15th** payment deadline unless the Festival Coordinator is able to rent that booth to another vendor.

SALES ITEMS

Most of our vendors sell gourds and arts/crafts made from gourds and/or gourd related items. In 2024, we will allow vendors of compatible items such as wood burning, baskets, paintings, and polished stones. 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.

TAXES

Vendors are responsible for North Carolina state sales tax as well as all applicable federal taxes and should have your own tax ID numbers. See <https://www.ncdor.gov/taxes-forms/sales-and-use-tax> for more information.

WILDLIFE: All vendors and instructors at the North Carolina Gourd Society festival must adhere to North Carolina laws pertaining to sales of wildlife parts such as antlers and feathers. For more information, contact the North Carolina Wildlife Resources Commission at <https://www.ncwildlife.org>

BOOTH COVERAGE

Please plan to have an assistant so you can take a break. Customers can't buy things if there is no one to pay! If we find an unattended booth, we will cover your merchandise with tablecloths and a sign saying "Closed temporarily – returning soon." Do not ask neighboring vendors to make sales in your booth.

COMPETITION ENTRY

As part of the Festival's goals of both entertaining and educating the public, each vendor is expected to enter at least one competitive category. This helps show the public what can be accomplished with gourds and provides additional exposure for the vendor's wares. Note that you may sell competition entries. See the competition information packet for details.

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 or at <https://ncgourdsociety.org/about/pay-your-dues/>

BEST OF SHOW VENDOR CATEGORY

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

RAFFLE CONTRIBUTIONS

The festival will feature two raffles, one on Saturday and one on Sunday. 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. Please bring your contributions to the raffle 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.

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 can post a clearly visible sign noting "No Photos Please".

DEMONSTRATIONS

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

ADVERTISING

Send us any advertising material you would like us to share on FB, our website, and in student packets. In June, we will send you a festival flyer that you can share with your customers.

NCGS FALL QUARTERLY MEETING & BEST OF SHOW AWARDS

You are invited to attend our meeting on Saturday, September 7th, 2024, at 5:30 pm in the Holshouser Building after the festival closes on Saturday. Dinner will not be offered this year.

LOCAL HOTEL & RV ACCOMMODATIONS

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 for details. Learn about local hotels and fairgrounds reservations at <http://www.ncstatefair.org/accommodations.htm> State Parks in the Raleigh area also offer full service hookups for recreational vehicles: <https://www.ncparks.gov/recreation/camping>

MEALS

We offer a sandwich combo lunch Saturday and Sunday for \$10 each day which includes a choice of hoagie, a packet of chips, a cookie and a bottle of water. You may order lunch when you apply for a booth and pay all costs at once. (You may order lunch through the website until August 20th but this requires paying separately after the July 15th vendor payment deadline.)

LIABILITY

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

CONTACT US WITH QUESTIONS

Contact ncgourdsociety@gmail.com

We look forward to receiving your application by June 30th. You will be notified upon receipt. We hope to see you at the festival on September 7 – 8, 2024!