

Booth #	_____
Date Rec'd	_____
Amount Paid	_____
Check #	_____
# Of spaces	_____
Electricity	Yes No



The North Carolina Blueberry Festival Association
 PO Box 1554 ♦ Burgaw, North Carolina 28425 ♦ 910-259-2007

info@ncblueberryfestival.com

21ST ANNUAL NC BLUEBERRY FESTIVAL
 Saturday June 15th, 2024
 Historic Downtown Burgaw
2024 ARTS & CRAFTS VENDOR APPLICATION

Business Name: _____

Previous name if applicable: _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

(Information will be shared by **email**. We'll communicate via US mail or phone to those without email addresses)

It's that time of year again! The 21st Annual North Carolina Blueberry Festival is just around the corner and we are excited to celebrate this milestone! Thank you so much for your interest in participating in our event.

Our board of directors and various committees have been working diligently to make the 2024 festival our best yet. We aim to keep things new and exciting, as well as incorporate our small-town atmosphere that everyone loves. Unfortunately, we cannot accept every applicant due to the limited amount of space in our charming historic downtown district. Therefore, we select vendors on a "first come, first served" basis. This year, we will be very mindful of the variety of products offered to avoid having too many vendors with duplicate goods. We encourage you to incorporate blueberries, agriculture, or even just the color blue into your products! Numerous changes have been made to our application, so please review the following information carefully. We highly recommend keeping a copy of this application for future reference. For any questions, please email us at info@ncblueberryfestival.com.

DATE, TIME, AND PLACE: Historic Courthouse Square in downtown Burgaw, NC. (100 S Wright Street)

Arts and Crafts Vendors will be permitted to set up on Friday, June 14th at 5:30pm and must set up Saturday, June 15th by 7am, and must be ready to sell from 9am to 6pm. Attendance is a commitment to show during these hours.

*Friday's showing time is subject to change. There will be no early closing of booths.

(Initial) _____

APPLICATION INFORMATION: Fee is \$175 per booth. Booth space is 10 x 10 ft. (Early bird fee is \$150 post-marked by **March 20th**) Final application deadline is May 1st. Any applications accepted after the deadline will be assessed an additional \$25 administrative fee.

Electricity Fee: \$25.00 additional fee per hook-up. Electrical hook-ups are limited in quantity and location. The fee is to be added to and included with your booth fee payment. You must bring your own extension cords to the festival. *Please note that some booth locations are several yards/feet away from electrical hook-up. Make sure you bring enough extension cord.*

*****NO GENERATORS OF ANY KIND WILL BE ALLOWED!***** (Initial) _____

ELIGIBILITY OF WORK:

1. **ITEMS MUST BE HANDMADE BY ARTIST SHOWING SAME. NO BUY/SELL PRODUCTS.**
2. To be considered, a clear photo representing each category you are entering must be forwarded with your application and payment, even if you have exhibited before. They will be used in selecting artists and eliminating ineligible applicants. Be sure to include **quality photos, as they could determine your acceptance. Photos will not be returned!**
3. No manufactured, plastic items, balloons, comic books, combustible materials or items that are not handmade.
4. Exhibitors may be asked to and should be prepared to demonstrate assembly of any item if there is a question as to whether the item is handcrafted.
5. The NC Blueberry Festival Association has sole discretion on acceptability of work and reserves the right to remove any items from exhibitor's booths.

(Initial) _____

CANCELLATION POLICY: No refunds will be made for vendor cancellations after acceptance. In the event of the entire festival being cancelled, paid vendor fees will be honored the following year.

(Initial) _____

USE OF EXHIBIT SPACE: Each exhibitor will be assigned a specific space. Your exhibit area must be staffed throughout the day by you. All crafters are required to cover their space with a tent. Tents must be adequately staked and/or anchored. Exhibitors are expected to keep their spaces in good order during the show hours. Displays must stay within the perimeters of your designated space. All boxes must be stored out of sight. **Smoking inside your tent or in close proximity to other vendors, especially food vendors, is not allowed.**

TAXES: Remember to get your North Carolina Sales Tax ID Number if you don't already have one. This can be obtained by filling out an NC-BR form or completing the form online. The website to the NC Department of Revenue is www.dornc.com. You can also call the NC Department of Revenue for information at 1-877-252-3052.

(Initial) _____

PARKING: You are not permitted to drive vehicles onto the lawn of the courthouse square. You will be allowed to temporarily park around the square to unload your materials in a timely manner. Please move vehicles and trailers as soon as you unload. There are designated vendor parking areas. Accepted exhibitors will receive information on locations to park vehicles and trailers after unloading.

THE BLUEBERRY PICKUP LANE AND PARKING ALONG WILMINGTON STREET IS ALSO TO REMAIN CLEAR. TOWING WILL BE ENFORCED.

Please be courteous! **UNLOAD AND MOVE YOUR VEHICLES - DO NOT SET-UP FIRST. ALL VEHICLES MUST BE REMOVED FROM THE COURTHOUSE AND SURROUNDING STREETS BY 8:15AM ON SATURDAY.**

*****Please understand these rules are in place for everyone's safety!***** (Initial) _____

SECURITY: There will be heavy law enforcement presence during festival hours. There will also be private overnight security patrolling the festival grounds. However, management is **NOT** responsible for any losses or damages.

(Initial) _____

INSURANCE: All vendors must provide proof of liability insurance, preferably in the form of a COI (Certificate of Insurance) for the event taking place June 14th and 15th with a minimum coverage of \$1,000,000. **The policy must name Pender County (805 S Walker Street, Burgaw, NC 28425) AND NC Blueberry Festival (106 E Wilmington Street, Burgaw, NC 28425) as additional insureds.** This can be submitted after you are notified of acceptance.

(Initial) _____

PETS & CHILDREN: NO PETS ARE ALLOWED ON THE FESTIVAL GROUNDS AT ANYTIME. CHILDREN OF EXHIBITORS MUST BE SUPERVISED BY EXHIBITORS AT ALL TIMES. DO NOT ALLOW YOUR CHILDREN TO ROAM FESTIVAL GROUNDS WITHOUT SUPERVISION.

(Initial) _____

DAMAGE TO GROUNDS: Exhibitors will be charged for any damage to grounds or for clean-up necessitated by litter, painting, oil, grease, and/or excessive debris left in the exhibitor’s space.

(Initial) _____

USE OF IMAGES: The NC Blueberry Festival Association reserves the right to use photographs and video taken of exhibitor, exhibitor’s booth, and personnel. These images may be used to promote the festival.

(Initial) _____

OVERNIGHT LODGING: Please note if you are travelling from more than an hour away, there are minimal lodging and hotel options available in Burgaw. Nearby options may be available in Wallace or Wilmington. Both locations are approximately 30 minutes from the festival grounds so please plan accordingly. We will have overnight parking available if you will be travelling in an RV/camper.

(Initial) _____

SELECTION COMMITTEE CONSIDERATIONS:

The Selection Committee considers the freshness of the product to the area and times, the quality of the work, as well as the creativity and originality of the work when reviewing the applicants. The NC Blueberry Festival is eager to introduce new crafters with unique, quality work. It is the Selection Committee’s right to deny any applicants, even if they have participated in past years.

*Your signature on the application confirms that you will show and sell only items **handcrafted** by you, that you will not show or sell kit-made items, manufactured items, items made by others, items bought or consigned for resale or “flea market items”. If items of this type are offered for sale, the NC Blueberry Festival Selection Committee reserves the right to ask you to remove them. Failure to do so could result in dismissal from the show.*

If you have concerns about your work meeting these standards or any other questions that have not been covered in this section, please contact Arts & Crafts Chairperson Debbie Watts by email at info@ncblueberryfestival.com

We look forward to seeing you at the 2024 North Carolina Blueberry Festival!

1. List and describe your art or craft(s), the steps in producing them, and what tools/machinery you use. Continue on separate sheet if needed. **THIS IS A HANDCRAFTED FESTIVAL. NO BUY/SELL MERCHANDISE!! YOU MAY NOT DISPLAY or SELL ANY ITEMS OTHER THAN THOSE LISTED.**

2. How much of the finished product is actually crafted by you? _____

3. What blueberry-related products will you be offering? _____

4. Have you previously participated in this festival? Yes _____ No _____

If yes, did you participate in the 2023 festival? Yes _____ No _____ Space # _____

If yes, did you participate in the 2022 festival? Yes _____ No _____ Space # _____

5. Submit at least three quality photos, which properly represent the most recent work of your display.
These photos must be received along with your application, even if you have participated before.
(These photos will not be returned).

6. Please provide your tax ID number and attach a copy of your business registration certificate. **WE CANNOT FULLY APPROVE/ACCEPT ANY VENDOR UNTIL WE HAVE THIS INFORMATION.**

TAX ID/BUSINESS REGISTRATION NUMBER: _____

7. **Vendor Fees**

Early Bird Special Vendor Fee is **\$150.00 per booth** postmarked by Monday, March 20, 2024.

Vendor Fee is **\$175.00 per booth** after March 20th.

How many booth spaces are needed? _____ (Booth space is 10' x 10')

Electricity Fee is **\$25.00 extra per hook up** – Will you need electricity? Yes _____ No _____

If yes, how many hook ups will you need? _____

NO GENERATORS OF ANY KIND WILL BE ALLOWED

8. Please list any special requests below. *NOTE: The NC Blueberry Festival Arts/Crafts Committee cannot guarantee special requests but will try to accommodate vendors the best we can.*

Vendor Rules:

- **This is a rain or shine event.**
- Once accepted there are no refunds upon cancellations.
- Booths are to be opened for business between the following hours:
9AM and 6PM on Saturday, June 15th
- Vendors are responsible for supervising their own children at all times.
- **NO Generators of any kind will be allowed!!**

I understand it is the Selection Committee's right to deny any applicant, even if they have participated in the show before. I agree to show or sell only items handcrafted by me. I will be prepared to demonstrate assembly of any item if there is a question as to whether the item is handmade. I will not show or sell kit-made, manufactured, items made by others, items bought or consigned for resale, or "flea market" items. I understand that if I do offer these items for sale, I will be asked to remove them. **FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE SHOW WITH NO REFUNDS OF FEES PAID.**

I understand that reasonable security will be provided, but I will not hold The North Carolina Blueberry Festival, Town of Burgaw, County of Pender, or their representatives liable for loss, damage, or injury. I further agree to indemnify, save harmless, and defend The North Carolina Blueberry Festival, its successors in interest from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about The NC Blueberry Festival grounds where the booth is located, or while going to or departing from the same, and to indemnify and save harmless The NC Blueberry Festival, its successors in interest from any liability that The NC Blueberry Festival may suffer as the result of acts of negligence, fraud, or misconduct of any vendors' agent or employees on or about The NC Blueberry Festival grounds.

I release The NC Blueberry Festival from any and all liability for loss or damage to property and merchandise used by the vendor in the operation of the concession due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

I further grant The NC Blueberry Festival permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

SIGNED _____ DATE _____

*Please make check payable to: **North Carolina Blueberry Festival Association**
In the event of denial of application, a full refund of vendor fees will be issued.*

Please mail 1) completed application, 2) document verifying tax ID number, 4) certificate of insurance, 5) pictures, and 6) payment to:

NC Blueberry Festival Association
Attn: Arts & Crafts
Post Office Box 1554
Burgaw, NC 28425

ALL APPLICATIONS MUST BE RECEIVED BY Monday, May 1, 2024

LATE APPLICATIONS WILL NOT BE ACCEPTED PAST THE DEADLINE IF ALL VENDOR BOOTH LOCATIONS ARE FULL.

Applicants will be notified by email (or mail) of acceptance or denial by May 22, 2024.
If accepted, further instructions will be provided about setup times and location.

THE NORTH CAROLINA BLUEBERRY FESTIVAL RESERVES THE RIGHT TO DENY ANY APPLICATION.

Please keep a copy for your records

For questions, please email us at info@ncblueberryfestival.com
or call Debbie Watts at 910.617.9845

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Visit our website
www.ncblueberryfestival.com