

Cabarrus County Extension Master Gardeners Volunteer Assoc.

14th Annual Spring Herb & Plant Fest
April 13, 2019

8:00 a.m. — 4:00 p.m. Rain or Shine

NC STATE EXTENSION

Master Gardener | Cabarrus County
Volunteer Association

(CEMGVA)

Applications are actively being accepted from vendors to participate in our 14th Annual Spring Herb & Plant Fest. Almost half our planned 95 spaces are taken. This message is a follow-up to be sure our 2018's vendors get the message.

Page 2 of this attachment provides guidance and instructions to get everyone on the same page with clarity on how to keep the process simple. Page 3 is the actual application which needs to be completed, signed and sent to the address displayed on that page with a valid check for \$50 for each space desired.

Our Festival will be held in the same area as in the past April. Remember, no covered spaces. If you need shelter, you will need to bring a tent. Please note that tents 20'x 20' (400 sq. ft) or larger will need a permit (I will try helping you through the permitting process if you fall into this category – let me know). Vendors with tents 399 sq. ft or less is good. If two smaller tents will work, you can avoid the permitting process.

The good news is access to needed utilities should be much easier this year. Please let me know if you have special requirements and the size and specifications needed. I will work with the facility people to accommodate things within reason.

A note to Herb Fest 13 returning self-contained food vendors, we are preparing to place you on the concrete area, south of the grass field. It may be a possibility to supply electricity. Let me know your specifications! Email me any questions and I'll work with the experts to clarify.

I'm your first point of contact to resolving issues or whatever and truly hope everyone has a safe, enjoyable and beneficial time.

Our policy is to provide all vendors with space assignments in January 2019. I tried to avoid establishing a deadline for submitting applications. But, it seems that **having your application in the mail by January 17, 2019 will be a fair time** for the process to go into the final notification phase.

Sincerely,

Sid Rauch
Festival Vendor Coordinator
Cabarrus.emg@carolina.rr.cocm

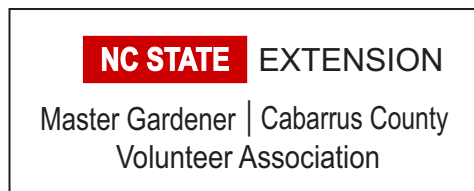
Scott Maxwell
Festival Chair
esmaxwell58@gmail.com

VENDOR INFORMATION SHEET –

Actual application and release to be completed
are on page 3.

14th Annual Spring Herb & Plant Fest April 13, 2019

8:00 a.m. — 4:00 p.m. Rain or Shine



1. This annual event is a product of the Cabarrus County Extension Master Gardener Volunteer Association (CEMGVA).

2. The merchandise of every vendor is expected to be family friendly and also be associated with plants, herbs, gardening or environmental friendly.

3. Food Vendors are responsible for obtaining in advance any required health department or other certification for the foods they are selling. A copy of such certificate must be available the day of the Herb Festival. A copy of such certificate must be available the day of the Herb Festival.

4. Vendor placement will be determined in order their fully complete application with a valid check is received.

5. The rental cost per each space for April 13, 2019 is \$50. A valid check must accompany each application to reserve one of the planned 90 guaranteed spaces.

a. The proceeds from this event are expected to cover direct expenses for hosting the Fest and provide funds for local grants and scholarships.

b. Incomplete applications including lack of payment cannot be processed. A notice will be sent via email to address actions needed to complete the application. Also note that the processing time for checks may take two or three weeks to be processed with your bank. Vendors with returned checks will be responsible for associated bank fees incurred.

c. Please make your check payable to: CCEMGVA and include it with your application, seal the envelope, apply postage and mail

Mail to:

CCEMGVA HERB FEST 2019
715 Cabarrus Ave W
Concord, NC 28027

6. If vendors require more than the standard 14' wide by 40' deep grassy area space, two spaces must be reserved for \$100. This Includes Food Vendors: If two spaces 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/demonstrations by non-profits that meet. The gardening theme or provide horticultural education will not be charged unless merchandise is sold which converts their status to that of a vendor, 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 late January 2019.

9. There will NOT be guaranteed spaces for previous Fest vendors. Vendors cannot give their space assignment to anyone else.

10. Cancellations or **other questions**: If unable to participate vendors may email Sid Rauch at cabarrus.emg@carolina.rr.com or call / text 704-425-8050 no later than April 1, 2019, to cancel

[or they could be removed from future invitational lists. We have no provision for refunding vendor made cancellations.](#)

11. The Festival committee reserves the right to revoke or deny at any time any and all persons from selling at the current and future Festivals, who the committee determines do not meet requirements or who exhibit inappropriate behavior without regard of check/application status.

12. The Festival is held at an open air facility with portable restrooms, water, electricity and adequate free public parking. We anticipate that most vendors will be able to park one vehicle directly behind their space. Additional parking elsewhere will be available if needed.

13. 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!**

14. **Tents greater than 20' x 20' require a permit** and use of **ground stakes are not permitted**. A number of tents were used last April and held down with various home made weights of sandbags, concrete building blocks and other heavy objects.

15. **Solicitation Limits. Only paid vendors and those who names are also listed on the application can solicit — within their assigned area. It's absolutely forbidden everywhere else. Violators likely will be excluded from future events. You have been warned!**

16. **Set up time** will be between **4:00 p.m.** and **9:00 p.m.** on the **Friday** before the **Festival (April 12, 2019)** or between **6:00-7:45 a.m.** on **April 13, 2019**. 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 a refund.

17. **Please, arrive early! Our volunteers that guide vendors to their space have to transition to other positions involved in serving and protecting the Herb Fest visiting public.**

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 method of communication is email (it saves cost and speeds communication). Please **make sure your email address is legible** and notify Sid Rauch of any changes at cabarrus.emg@carolina.rr.com /704-425-8050.

21. **Only valid service animals are allowed in Cabarrus Arena & Events Center. Pets are not allowed.**

Suggest vendor's keep pages 1 & 2 for reference.

2019 Herb Fest Vendor Application & Release Form

April 13, 2019

8:00 a.m. — 4:00 p.m. Rain or Shine

NC STATE EXTENSION
Master Gardener | Cabarrus County
Volunteer Association

CCEMGVA

Please mail this completed page with a valid check for the correct amount in a sealed envelope.

Please complete appropriate blanks of this application. Sign and returned with a valid check (Checks may incur some delay in being deposited due to assorted volunteers and multiple validating to obtain highest accuracy possible.) Vendors with returned checks will be expected to pay associated fees.

Please make your check made payable to: CCEMGVA and print legibly on this form:

<p><i>Mail to:</i> 2019 HERB FEST Cabarrus County Center 715 Cabarrus Ave W Concord NC 28027</p> <p>Mailing Address _____ _____ _____</p>	<p>_____ Owner (or person responsible for vendor space):</p> <p>_____ Company Name:</p> <p>NC DOR Tax ID _____ (or exemption reason):</p> <p>Phone Nrs: _____ _____ _____</p>
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EMAIL: _____

Our method of communications are founded in the exclusive use of Email.
NOTE: If you need water you will also need drainage. You will need to supply hoses for both supply and drain. Electricity exists (connections are provided by a 3rd party contractor and there hasn't been a real need, yet).

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

Please list special requirements for water or electricity. _____

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

Signature _____ Date: _____

Printed: _____
(person responsible for vendor space)

Notes: _____

Internal Use Only:
Check Nr. _____ Sequence Nr. _____ Reminder Sent _____ Spaces Assigned _____ Date Notified _____