

Cabarrus County Extension Master Gardeners Volunteer Assoc.
14th Annual Spring Herb & Plant Festival

April 13, 2019

8am – 4pm Rain or Shine

NC STATE EXTENSION

Master Gardener | Cabarrus County
Volunteer Association

Applications are actively being accepted from vendors to participate in our 14th Annual Spring Herb & Plant Festival. We can have up to 85 vendors and we had over 4,000 attendees last year.

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 2018 at the Cabarrus County Area and Events Center. There are no covered spaces so 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. Vendors with tents 399 sq. ft or less is good. If two smaller tents will work, you can avoid the permitting process.

Please let me know if you have electrical requirements and the size and specifications needed. Water is also available if needed

Food vendors will also be at the festival and menus have to be approved by the Arena. If you have been approved previously and your menu is the same it doesn't need done again.

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

Sincerely,

Karen Andre
Festival Vendor Chair
karen.herbfest@gmail.com

Scott Maxwell
Festival Chair
esmaxwell58@gmail.com

Vendor Information Sheet

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

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

2. The merchandise of every vendor is expected to be family friendly and also be associated with plants, herbs, gardening or environmentally 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 certificates must be available the day of the Herb Festival.

4. Vendor placement will be determined in the 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 spaces.

a. The proceeds from this event are expected to cover direct expenses for hosting the Festival 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:

2019 Herb Fest
Cabarrus Extension Office
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 early March 2019.

9. There will NOT be guaranteed spaces for previous Festival vendors, but we will try to accommodate when possible. Vendors cannot give their space assignment to anyone else.

10. Cancellations or other questions: If unable to participate vendors may email [Karen Andre at karen.herbfest@gmail.com](mailto:karen.herbfest@gmail.com) or call/text 517-256-0890 by April 1, 2019.

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 public parking. 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 homemade weights of sandbags, concrete building blocks and other heavy objects.

15. Solicitation Limits. Only paid vendors and those whose 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.

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. Please make sure your email address is legible and notify Karen Andre of any changes at karen.herbfest@gmail.com or call/text 517-256-0890

21. Only valid service animals are allowed in Cabarrus Arena. NO pets please.

**2019 Herb Fest
Vendor Application & release Form
April 13, 2019**

NC STATE EXTENSION

Master Gardener | Cabarrus County
Volunteer Association

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 you check payable to CCEMGVA and print legibly on this form

Mail to: 2019 Herb Fest
Cabarrus County Extension Office
715 Cabarrus Ave W
Concord, NC 28027

Owner or responsible party

Company Name

Mailing Address

NC DOR Tax ID _____
(or exemption reason) _____

Phone numbers _____

Email: _____

Our method of communication is founded in the exclusive use of Email. If no email we will mail you information.

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 the arena).

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 _____

Other Needs/requests: _____

Other persons working the booth: _____

Internal Use Only

Check # _____ Amount of check _____ # of spaces _____ Space # _____ Date notified _____