

2021 NC Whirligig Festival

Saturday & Sunday, November 6 & 7, 2021

Application deadline - October 1



Arts & Crafts Vendor Application

Check one booth type:	<input type="checkbox"/> Arts & Crafts \$150 <i>must be handcrafted</i>	<input type="checkbox"/> Specialty Booth* \$ 250	All other vendors use a different form. <ul style="list-style-type: none"> • Food • Commercial • Non-Profit • Beverage Sales • Home-based business • Sponsors
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★ Specialty booths only for arts not made by vendors themselves, proof of handcrafting by others required.

Contact Information: New Vendor Returning Vendor, last attended yr _____

Organization Name: _____

Contact Name: _____

Mailing Address: _____
Street/PO Box City State Zip

Day Phone: (_____) _____ Alternate Phone: (_____) _____

Email: _____

(For speed and convenience, most communication will be done via email and website postings please check both regularly.)

Website: _____

Facebook/Social Media: _____

Logistical Information:

Booth Size: (see #7 on page 4)

- Single (15' wide x 10' deep) - regular booth, included with fee
- Double (30' wide x 10' deep) - Add \$150
- Triple (45' wide x 10' deep) - Add \$225

Booth Utilities: Limited water and electricity are available for vendors and will be considered on as-needed-basis.

- Prefer to use own generator (see note below)
- Request electricity access (one 110 v outlet)
- Request electrical 240 access (one 240v outlet)
- Request water access (one faucet)

Will you bring a tent to use? No Yes
(only 10x10 tents allowed, must be weighted down)

Note: Due to many entertainment stages, generators are not allowed near stages. We do have a few areas generators are allowed, but they must be preapproved.

For Festival Office Use Only:

Received Date: _____

Payment: \$ _____ Check # _____

Submitted for Committee Review: _____

- Accepted Declined
- Conditional: _____

Confirmation sent: _____

- Utilities Granted?
- Water
 - Electrical 110v 240v

Booth Assignment # : _____

Notes:

Vendor Information

Applications are reviewed on a first-come, first-served basis. Application review includes uniqueness and quality of product, booth display, spirit of cooperation and consideration to avoid duplication.

Proof of handmade art: All arts and crafts vendors must provide photos or link to online demonstrating the art is hand made. Any vendor without such proof will be considered under the mass-produced Commercial Vendor category.

How can we clarify that your art is handmade? _____

Booth Sales/Items: Give general description of items for sale, display or dissemination, include price range. Food and arts & crafts vendors provide specific details on the addition festival forms.

Attach Photo of booth Display – New Vendors please enclose a photograph of your booth set up.

Booth Items - New Vendors enclose photographs of arts & crafts items for sale and proof of handcrafting.

Insurance – Each booth must provide their own insurance to cover sales, products and operations. (see #8 on pg 4)

Company: _____ Policy #: _____ Expiration date: _____

NC Sales Tax ID Number: - _____ (see #9 on pg 4)

Application Fees:

Make check/money order payable to: **Whirligig Festival**

- \$150 Arts & Craft Vendor
- \$450 Food vendor
- \$200 Beverage Sales only vendor
- \$350 Commercial Retail
- \$850 Commercial Vendor
- \$500 Non-Profit Political Party/Candidate
- \$250 Non-Profit selling Food
- \$100 Non-Profit selling Crafts
- \$100 Non-Profit holding any type of fundraiser
- \$50 Non-Profit Display only
- \$50 Downtown Vendor (*in festival zone*)
- \$150 Downtown Merchant (*perimeter zone*)
- waived* Military display booth
- \$150 Double size booth space (30' wide x 12' deep)
- \$225 Triple size booth space (45' wide x 12' deep)

Booth Calculator:

\$ _____ Booth Fee

+ Add to increase size (*optional*)

double size – add \$150

triple size – add \$225

\$ _____ + Add late fee after 10/1

Total Due: \$ _____

Make check payable to: Whirligig Festival



* October - \$25 late fee added to any application received after October 1.

* Note: \$25 fee will be added for any returned checks.

Festival Policies:

I have reviewed the **NC Whirligig Festival** booth policies and procedures and agree to abide by the policies as outlined, including that the festival is held rain or shine and that booth fees are non-refundable.

I understand as a vendor of the festival that I am a representative of the festival and will act as an example to the community. I understand that I am vending at my own risk and I agree to be responsible for my own safety, protection of belongings and actions. I further agree to indemnify and hold harmless the Whirligig Festival organizers, City of Wilson, and any persons holding legal title to the lands upon which this event is being held, from any claims arising from my participation as a vendor in this festival.

Signature: _____ Date: _____

Drop off location: 120 Goldsboro Street South, Wilson, NC - downtown (*shared office space with Haley's Dress shop*)

Mail application and payment to: NC Whirligig Festival, PO Box 2124, Wilson, NC 27894

Email: info@WhirligigFestivalNC.org or visit our website: www.WhirligigFestivalNC.org

2021 Whirligig Festival

Arts & Crafts Vendor – Part B – Tell us More!



Vendor Name: _____

(Please provide the Booth Name you would like printed in materials and listed on website)



Check the categories that best describes your art:

- | | | |
|---|---|--|
| <input type="checkbox"/> 1. Whirligigs | <input type="checkbox"/> 8. Paintings – Oil / Acrylic / Watercolors | <input type="checkbox"/> Attach photos of your art |
| <input type="checkbox"/> 2. Wind spinners | <input type="checkbox"/> 9. Drawings – Charcoal / Pastel | <input type="checkbox"/> Provide proof of handcrafting |
| <input type="checkbox"/> 3. Repurposed/Recycled Art | <input type="checkbox"/> 10. Textiles | <input type="checkbox"/> Email 1-2 photos for festival social media promotions |
| <input type="checkbox"/> 4. Jewelry | <input type="checkbox"/> 11. Pottery or Ceramic | |
| <input type="checkbox"/> 5. Woodworking | <input type="checkbox"/> 12. Baskets | |
| <input type="checkbox"/> 6. Sculptures | <input type="checkbox"/> 13. Photography | |
| <input type="checkbox"/> 7. Glass (non-jewelry) | <input type="checkbox"/> 15. Other _____ | |

Specialty Booths – A Specialty Booth is allowed only for vendors selling handcrafted arts, not made by themselves, such as faith-based or nonprofit organizations. Please explain your how your organization obtains the art, how you support the artists and proof of art being handcrafted. Attach additional information as needed. _____

About the Festival –

- The main focus of the festival is to highlight the Vollis Simpson Whirligigs, true artisans and a mix of family entertainment, music, food vendors and to support our local non-profit organizations.
- Pertaining to Arts & Crafts Vendors – all items must be handmade. Any commercial products or mass-produced items will not be accepted as Arts & Crafts – those vendors can apply as a Commercial or Home Based vendors.
- Final booth assignments are made in late-October. Booth assignments are mixed and scattered throughout the festival. We do not have designated areas dividing vendor styles.
- A Vendor Confirmation packet will be emailed to you and available on-line in late-October. The packet includes, booth assignments, parking pass, map, schedule, load-in and break-down information.
- Several music and performance stages are throughout the festival; thus, any music, sound or generators must not conflict with a performance. Stages are throughout the festival zone; vendor booths will be placed near stages.
- The festival zone streets are blocked Friday night thru Sunday night. The Wilson Police Department maintains a secure perimeter and patrols the zone 24/7. We cannot guarantee the safety of each tent or item, but do provide security for the zone.
- Vendor Load in and Breakdown is a very busy and hectic time for everyone. Patience, flexibility and understanding is required. Vendors must follow the directions of the festival planners, volunteers and Wilson Police Department for setup, traffic flow and parking. Friday night and Saturday early morning load in time is for a quick drop off supplies. After parking in the designated Vendor Parking Lot, vendors may return to set up their booths. During Sunday's break down, vendors should have all supplies packed and stacked before bringing in their vehicles into the festival zone. Vendors are asked to streamline unloading and reloading supplies to keep traffic flowing.
- Vendors may leave their booth structures, tents, tables and equipment set up overnight on Saturday. The festival recommends storing away merchandise in locked and/or secure storage units. Traffic will not be allowed to enter the festival zone. Foot traffic to a small handful of restaurants and pubs are allowed after festival hours. The Wilson Police Department will patrol the festival zone 24 hours a day from Friday to Sunday, however they cannot provide individual security for each booth.
- Vendor sale prices must be in line with the price range submitted on the application. Vendors selling unapproved items or inflated prices will be allowed to take corrective actions or will be immediately dismissed from the festival.
- Music, sounds, shouting or sales "barking" during the festival is discouraged. All vendors must manage their customer lines. Sound and waiting customers may not interfere with the operation of neighboring vendors and/or entertainment stages.
- Solicitation throughout the festival is not allowed. You must refrain from any direct solicitation, donation buckets, crews wandering throughout the crowd selling items, raffle tickets, passing out handbills or brochures. All activity must be maintained within your assigned booth location.

_____ Initials required



NC Whirligig Festival Vendor Policies – Part A / Part B provided online.

The full set of vendors policies and procedures are provided on the festival website. Provided below are the top priorities by which vendors must abide. Most of the logistical information will be provided upon acceptance of your vendor application. A signature on a submitted application conveys agreement with all policies and procedures.

1. All vendors are advised to print and keep a copy of these guidelines for your own records.
2. The main focus of the festival is to highlight the Vollis Simpson Whirligigs, true artisans and a mix of family entertainment, music, food vendors and to support our local non-profit organizations.
3. The NC Whirligig Festival and all participants will follow the State of North Carolina, Wilson County and federal guidelines regarding the COVID-19 pandemic. As health concerns change, the festival policies may adjust accordingly. All vendors must follow the guidelines required at the time of the festival. Participants not following the guidelines risk being dismissed from the festival and risk admission into future festivals.
4. The NC Whirligig Festival is a diverse and inclusive event that incorporates vendors, organizations and sponsors that are supportive of our mission to welcome the whole community. If at any point a vendor's items, products, services or promotions become divisive, exclusionary or offensive the vendor will have the opportunity to take corrective actions or be dismissed from the festival. The decision of the Festival Director is final.
5. The festival zone is located in the heart of Historic Downtown Wilson, NC as a street festival held within several blocks of closed streets surrounding the Vollis Simpson Whirligig Park.
6. Once a booth application is submitted, the application fee will be charged immediately. The application will be reviewed by the Festival Director and designated Vendor Chair. Upon approval, the vendor will be contacted and the booth fees processed as identified in the application. Once accepted, the booth application is non-refundable. Any vendor waitlisted may resubmit materials for further consideration. Any vendor denied may apply again next year. All decisions by the Festival Director and Vendor Chairs are final. Only approved vendors will be allowed to conduct business at the NC Whirligig Festival.
7. All types of vendors, nonprofit organizations, educational groups, food vendors, faith-based organizations, commercial vendors, political organizations and sponsors are mixed within each block of the festival. Neighboring vendors may be similar or very different from your type of vending.
8. The festival is held rain or shine. The festival will only be cancelled by order of the Governor. Should an act of God, pandemic or other events beyond the control of the festival planners cause a cancellation, vendor fees will carry forward to the next year's festival at a prorated amount.
9. Booth space is simply that – space. The standard booth space is 12 feet wide and 10 feet deep. This easily allows for a 10 ft x 10 ft tent. Vendors must provide their own tent, tables, chairs and displays.
10. Vendors are expected to participate both days of the festival, Saturday 10 am – 5 pm and Sunday, 12 noon to 5 pm. Any vendor shutting down early or skipping a day will not be considered for future festivals.
11. Food vendors are required to set up on Friday night in preparation for the Health Department Inspections. All vendors are encouraged to set up their tent, tables and booth display equipment on Friday night.
12. Vendors may leave their booth structures, tents, tables and equipment set up overnight on Saturday.
13. Vendors are only permitted to sell items within their approved category. For example, an arts and crafts vendors may not sell food. A food vendor may not sell arts and crafts. Any cross over sales must be included in the initial applications must be approved by the Vendor Chairs of both categories.
14. Vendors must provide a NC Sales Tax number, which can be obtained from the NC State Revenue office. Vendors are responsible for the license, sales tax and shipping related to their sales.
15. Vendors are responsible for their own insurance. The festival will not be held liable for any damages to you, your merchandise, equipment or those shopping at your booth.

Policy acceptance - *I have reviewed the NC Whirligig Festival vendor booth policies Part A and Part B, provided here and on the festival website. I agree to fully abide by what has been outlined. I understand that I am vending at my own risk and I agree to be responsible for my own safety, protection of belongings and actions. I further agree to indemnify and hold harmless the NC Whirligig Festival organizers, City of Wilson, and any persons holding legal title to the lands upon which this event is being held, from any claims arising from my participation as a vendor in this festival. I understand once accepted into the festival, my application fee is non-refundable.*

Signature: _____ Date _____