

Sponsor Publicity:

To assure that your sponsorship is given the proper recognition, we need an electronic copy of your logo and a short description of your business/organization to include on our website and in our materials.

Electronic logo emailed to the Sponsor Coordinator: Michael@bigbizbox.com

To ensure the correct logo is used, please provide both a color and black & white version.

Date sent: _____

Festival Sponsor Booth: (Note – sponsors may not donate their space to others.)



✓ **Check one:**

No thank you, we do not want a booth at the festival - skip to page 4.

Yes, we want to have a booth at the festival - complete Page 2 & 3 and sign page 4.

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.

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

Company: _____

Policy #: _____

Expiration date: _____

NC Sales Tax ID Number: _____

(see #9, pg 4)

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

Website: www.WhirligigFestivalNC.org

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:

2021 Whirligig Festival

Sponsor Booth - Part B – Tell us More!



Vendor Name: _____

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

Booth Items - Enclose a photograph of the items or description of items for sale or giveaways at your booth.

Sponsor Interactions & Booth Display:

The goal of the festival is to connect Sponsors to potential clientele by providing opportunities for interactions. Please share how you prefer to be involved in the festival activities. The festival also strives to avoid duplication at booths. We need to insure activities, handouts, giveaways, etc.. do not conflict with other participating vendors. To assist all vendors in being successful, please provide a description of your booth's activity, service or demonstrations planned:

Special Requests or Needs:

We want to provide the best interaction with the festival attendees that is possible. And, to do so, we understand sometimes Sponsors need extra room or accommodations outside the typical booth display. Please let us know of any specific needs or logistical set up requirements that you may need to interact with your clientele. While we cannot guarantee everything is possible, we will do our best to help make your festival experience top notch.

Sponsor Reminders –

- The goal of Sponsor booths is to connect Sponsors to potential clientele by providing opportunities for interactions.
- Sponsors may not transfer their booth to other organizations or businesses. And, may not include secondary business or vending by family or friends. Any secondary or additional businesses must submit a separate vendor application.
- Any changes to the festival activities, as outlined above, must be approved by the Festival Director as to not overlap or conflict with other festival plans.
- The festival works with Sponsors and is as flexible as possible to allow for creativity and increased interactions.
- All Sponsors with a booth display must follow the outlined festival load in, set up and break down procedures in the same fashion as all other vendors. Policies and procedures during the festival apply to Sponsor booth as well.

Festival Policies:

_____ I have reviewed the **NC Whirligig Festival** booth policies and procedures and agree to abide by the
initial 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 a
initial 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.



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 _____