



2023 NC Whirligig Festival

Saturday & Sunday, Nov 4 & 5

Approved Vendor Guide – Part 1

Vendor Information • Parking Pass Site Map • Check-in Instructions

Reminder: Part 2 - Vendor Packet with the booth assignments and final updates will be emailed the weekend prior to the festival, Oct. 28-29

Welcome!

The North Carolina Whirligig Festival Planning Team welcomes you to Wilson! We love the mix of new vendors, returning vendors, local vendors and vendors from out of town. We are excited that you have made the commitment to join us in historic downtown Wilson to celebrate the whirligigs of Vollis Simpson. Listed within this packet are the details that we feel will lead to a successful festival weekend. We appreciate your participation in the festival and look forward to having you join us in Wilson, NC!

Have questions? This packet has answers & more!

We know...this is a THICK packet. But we also know you are busy with final preparations – and so are we! Whether this is your first Whirligig Festival or you've been to all of them – we provide this thorough guide to help answer all the many questions regarding participation. It may be more than you wanted to know, but at least you have it in your hands. Please read over it carefully.

NC Whirligig Festival Planning Committee

The NC Whirligig Festival Planning Team is comprised of 20+ volunteers. This group gathers during their lunch hour to organize and plan the festival as an all-volunteer committee. Unlike other towns, it is not the staff of the City, County, Chamber, Tourism or Downtown that plans the festival. However, many of these town organizations support the festival - and for that we are very grateful! Every member of the planning team volunteers their time and efforts. During these final weeks of preparation, we are all juggling our day jobs, family and final festival plans. We appreciate your understanding and patience as we implement the final details. If you have any questions, the best way to contact the festival is by emailing so that the committee members may review and reply. We check and respond to emails as a team and that helps us get answers to you much faster. Thank you for being part of the annual NC Whirligig Festival!

COVID Protocols and Safety

While we all wish the coronavirus was gone, it still lingers and is still very contagious. Should any vendor, vendor staff or vendor volunteers, experiencing COVID, flu like symptoms, or have been exposed to the coronavirus within 5 days prior to the festival, you should stay home and not attend any public event. We care about you and our festival attendees. Please remain home for the safety of yourself and others. If symptoms will keep you from participating, please notify your festival as soon as possible.



#StayStrongNC

How to Promote Your Booth:

The NC Whirligig Festival Marketing Coordinator does a great job at promoting the festival, activities, vendors, shows and events on both Instagram and Facebook.

Please SHARE the festival Facebook Event already create on the festival account. **Please do NOT recreate a new event!** If everyone creates a new event, we will have over 100 events scattered across the internet for the one festival. You are welcome to use our hashtags in your comments and on your own social media to connect your organization/business to the festival: #whirligigfestivalnc #whirligigfest2022 #giveitawhirl #whirligoodday #whirligigfestival #historicdowntownwilson



Festival email: info@WhirligigFestivalNC.org

Website: WhirligigFestivalNC.org

Instagram: [@whirligigfestivalnc](https://www.instagram.com/whirligigfestivalnc)

Facebook: [Whirligig Festival](https://www.facebook.com/WhirligigFestival) (see official logo)



Note to Wilson participants: We are thrilled to have hometown groups and businesses involved in the festival. Please make sure you read thru this packet just as carefully as our out-of-town guests. For most Wilson Organizations, this is the only festival in which they participate. Make sure you understand the festival check in process, set up, load in, details, the rules, the regulations, the policies, the processes and the requirements. Whether a vendor is from our hometown or across the state line, we need everyone following the same guidelines. *Thank you!*



Directions to Festival Vendor Check-In Entrance:

- **GPS Location – 316 Douglas Street, South, Wilson, NC 27893**
- Vendor Check-in on both Friday night and Saturday morning is near the Vollis Simpson Whirligig Park. Check in at the intersection of Douglas and Kenan Streets, right by the Whirligig Park! (see map)
- *From the West/Raleigh, NC* - Follow 264 East, Take Exit 36-B
- *From I-95* - Take Exit 121, follow Raleigh Rd into Wilson
- *From the East/Greenville, NC* - Follow 264 West, take Exit 49, follow Highway 58 into Wilson

Vendor Check In



- All Vendors will enter the Festival Zone at Vendor Check-in: **316 Douglas Street South**
- Any vendor that needs to drive a vehicle into the festival zone, must enter here. Street Barricades will be in place early on Friday. The only way to enter the festival is thru Vendor Check-in.
- Make sure to have your parking pass filled out with your booth name and booth space number. Be ready to show your parking pass at the entrance. **No pass = No entrance**
- Your parking pass is on the last page of this guide.

Vendor Parking

Your Parking Pass (located at the end of this packet) must be displayed in your window at all times. Make sure to leave your Parking Pass hanging in the window or laying on the driver's side dashboard. This is to connect your vehicle to your booth, so we can find you if needed.

- You must obey all parking rules, for example you cannot park in a handicapped space unless you have a handicapped pass from NC-DMV.
- Once your supplies are unloaded, please park in the designated grassy Vendor Parking lot near Vendor Check-in.
- Inside the Festival Zone is ONE-way traffic only. You may need to complete "the loop" to make your way to the exit and Vendor parking.
- Grab the Vendor Shuttle! From the grassy Vendor parking lot, we will have golf cart shuttles during set up and break down to help vendors get to-and-from their cars.



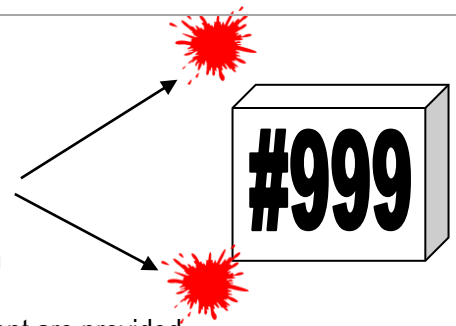
Vendor Booth Markers

Vendor booths spaces are marked at on each side with a white spray-painted DOT. Your booth space is between the dots.

Booth numbers are on red plastic curb markers between the dots.

Find your booth number, then look left and right to find your dots before you set up. Booth numbers are in order by block, 100's, 200's, 300's, etc. Lower number are on one side of the street and higher numbers are on the opposite side of the street.

Reminder: Booth spaces are just that – space! No tables, no chairs and no equipment are provided.



Double/Triple booths – If you purchased a double or triple booth, the spaces will be side-by-side.

You will need to look for 2 or 3 booth numbers. You can set up between the two outer dots.

If you have a double or triple booth, your booth numbers will be in sequential order, ex: 301+302+303

The booth markers will be on the curb or laying on street. Do NOT throw them away! We recycle and reuse each year. Volunteers will circulate around the festival to collect the markers on Saturday afternoon.

Do Not Use Side Walks for Storage or Set up

The American Disabilities Act requires all sidewalks to be clear during the festival. Especially at curb cut outs, fire hydrants and electrical boxes. Do not violate ADA regulations. Do not use the sidewalks behind or near your booth for supplies. In addition, we have an active Downtown Merchants Association. The Whirligig Festival purposely gives vendors 15 foot wide spaces (*compared to typical festival 10 foot spaces*) to avoid the use of sidewalks. When you use a 10 x 10 ft tent, you then have 2 feet of space for storage on each side. Even if the store behind you is closed, we have regular foot traffic, strollers and wheelchair users on the sidewalks. Do not block the sidewalks.

Ditch your car and roll-in your set up!

If you do not need your vehicle to set up your booth that is OK with us! You are welcome to park close to the festival and carry or roll your items to your booth. Many Wilson based Non-Profit Organizations park one-block outside the zone or on a side-street, and carry/roll their items to their booth. Downtown stores setting up outdoor displays do not need to drive thru the Check-in. Make sure to check in with your Vendor Chair during set as they will be patrolling through the festival zone to greet and assist. **However, if you need a car, to set up – then you MUST enter the festival zone at Vendor Check-in described earlier in this packet. Do NOT move barricades or try to enter another way.**



Friday Night Vendor Load-In, 7:00 PM–10:00 PM

1. All Food Vendors must set up on Friday night. This is a requirement set forth by the Wilson Health Department to allow enough time for inspection of equipment.
2. All large booth displays are required to set up structures on Friday night. Arts & Crafts, Non-Profit, Commercial and Downtown vendors are encouraged to come on Friday night to set up structures, tables, tents, chairs, bulky items and heavy boxes. Any additional set up is at your comfort level. Trust us, the more you set up on Friday night, the smoother Saturday morning will be for you.
3. The festival area streets will be closed to the public Friday – Sunday. The Wilson Police Department will patrol the area 24/7. While this is not a guarantee of security at each booth, we have not had any overnight concerns in 18 years.
4. The streets are closed and barricades are put up starting at **6 pm**. As soon as the barricades are secure, we will begin placing the booth markers in their spots. Some years it goes fast and other years it is a slower process. If we have to tow cars, clean


VENDOR
Parking
Pass

Booth #

Vendor Name:

trash, fix issues, etc. and can take longer. Please be patient.

5. Traffic flow inside the festival is **one-way**. This avoids collisions and traffic jams.
6. All Vendors must display the Parking Pass (included) hanging on the rear-view mirror or on dash board to enter the festival zone. Vendor are allowed to have more than one vehicle enter the zone. Each vehicle needs their own parking pass. To help with congestion, please limit to as few vehicles as possible.
7. **No parking pass = No entry**. The parking pass is the “KEY” document at Vendor Check in. The Check-in volunteers MUST see your parking pass for you to enter.
8. **Vendors cannot block the street while unloading**. Vendors must pull their vehicle over to the right or left so that others may pass down the middle of the street. Any vendor that violates this process will be escorted from the festival and will have to hand-carry supplies from the parking lot.
9. **Vendors will need to unload all supplies as quickly as possible, remove their cars from the festival zone, and THEN go back to set up.**



Saturday Morning Vendor Load-In – 7:00 AM – 9:00 AM

1. All vendors must have your parking pass visible. Hanging on mirror or on dash board. The police and JROTC volunteers will only allow vendors with the parking pass into the festival zone. **No pass = No entrance!**
2. Listen and watch for Wilson Police Department to help guide you into the festival area.
3. Vendors will have load-in and set up from 7 am – 9 am Saturday morning.
4. During load-in you will have 30 minutes to remove your supplies from your vehicle. Volunteers will be available to assist you. Once you are unloaded, move your vehicle to the vendor parking lot.
5. While unloading, you **must not** block the street. Vendors must leave a clear drivable path for other vehicles at all times. Any vendor that violates this process will be escorted from the festival and will have to hand-carry supplies from the parking lot.
6. All vehicles must be out of the festival zone by **9 am** for the public safety check to allow the festival to open at 10 am. Vendors may continue to set up and prepare at their own pace, but vehicles must be moved to parking by 9 am.

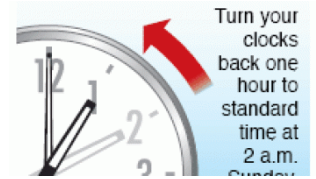
All Vendor vehicles must be moved to parking and out of the festival zone by 9:00 am.

Saturday Shut Down @ 5 pm (not sooner)

1. All vendors must remain in the festival open & active until Saturday, 5 p.m. **Vendors may not close up their booth or break down early.** We have active community participation throughout the entire day and want to encourage citizens to return for Day 2. Vendors that shut down early send a message that the festival is “over”. Any vendor that violates this policy risks not being able to return the next day and the next year.
2. Vendors are allowed to leave their booth set up overnight. Tents, tables, chairs and secured supplies may remain in your booth area.
3. The festival recommends that you clear off your tables and displays, lower your tent, cover all items and store items in bins to protect your display and merchandise from wind, weather and overnight dew and dampness.
4. The Wilson Police Department will patrol the area and streets will remain closed overnight. However, we cannot guarantee the safety of your individual items. We strongly prefer vendors to secure as much as possible and cover all items. Do not leave merchandise visible. Security of your items cannot be guaranteed. We have not had any reported problems with booth security overnight (knock on wood). However, this is your decision and your responsibility.
5. Vendor vehicles will only be allowed to re-enter the festival area after all pedestrians have cleared out. Vendors should plan on re-entering Saturday night after 6 pm.

SUNDAY – Come on back!

1. Reminder – Day light savings time changes on Sunday, we get to sleep in an extra hour!
2. All vendors are **required** to return on Sunday for Day 2 of the festival. Any vendor that does not return will risk the opportunity to participate in future festivals.
3. Any vendor that needs to re-enter the festival area on Sunday morning with their vehicle to re-set their booth or re-stock supplies must return by 9:00 a.m. and leave the festival zone by 10:00 am.
4. The festival officially reopens at 12 noon on Sunday, however many people start arriving around 11:00 am.
5. All vendors must remain in the festival area until Sunday, 5 p.m. **Vendors may not close up their booth or break down early.** We have live bands, shows and events happening right up until the very last minute of the festival. Vendors that shut down early send a message that the festival is “over” and only decreases the activity, and thus decreases the profit of all vendors. Any vendor that violates this policy risks being able to return next year.



SUNDAY – Shut Down & Vendor Departure

1. Have PATIENCE! We all want to go home. Break down often moves along faster than set up. We have 100+ vendors to get in and out of the festival area. Everyone set up at different times, but we are all leaving at the same time. Take a deep breath and be kind to your vendor neighbors.
2. The festival is officially over at 5 pm. The Wilson Police Department and volunteers will move throughout the festival helping citizens in a speedy departure. This process takes about 1 hour.
3. During this waiting time, vendors should be breaking down their booths, tents and supplies into stackable piles. At this time ONLY, vendors may use the sidewalks and surrounding areas to stack supplies.
4. Vendors need to create as much space in the streets as possible for vehicles. Your tent must be dismantled before you can bring your vehicle into the festival zone.
5. Once all your supplies are broken down and supplies boxed and ready for re-load, go get your vehicle.
6. The festival will offer golf cart shuttle services from within the festival zone to the Vendor Parking lot.
7. Vendor vehicles cannot enter the zone until all pedestrians are clear.
8. Vendor vehicles will re-enter the festival zone in the same manner as they entered on Day 1. Enter at the Vendor Check in and drive the “loop” to your booth space.
9. Once your vehicle enters the zone, you may not block the street. Vendors must leave a clear drivable path in the center of the street for other vehicles at all times. Any vendor that violates this process will be escorted from the festival and will have to hand-carry supplies from the parking lot.
10. See instructions for trash, grease and gray water on next page.



PNC AFTER Concert

Saturday, November 4
5:00 – 8:30 pm, Whirligig Park

After the festival closes at 5 pm, join us in the Whirligig Park for a FREE concert.

5:00 pm – JB Aaron, rising national country act
7:00 pm – Who’s Bad: The Ultimate Michael Jackson Experience

Beer & Bones Zone

@ Whirligig Park field
Bones Zone: Saturday & Sunday, all day
Extended hours: Saturday, 5 – 8:30 pm

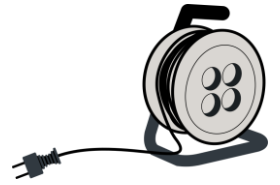
All “grilling” food vendors using charcoal or wood will be located in the new Beer & Bones Zone.

After the vendor fair closes, come relax in the Whirligig Park and visit the Beer & Bones zone to grab an adult beverage and grilled food to picnic on the lawn.



Booth Electricity & Water -

1. All electrical spots are pre-assigned. Only those who requested ahead of time and were approved have power.
2. If you were approved for 110v – you have it. But only **one** plug, as explained in the application.
3. Power strips and extension cords give vendors the false impression they can really use more than one plug. In a home setting, it is true because other plugs go unused in a typical house. However, during a festival with 100+ vendors, they are ALL plugging in at the same time and breakers blow easily. While the City circuits can adjust to ebb and flow of power usage, it cannot support 15 extra items per booth.
4. If you were approved for 240v – you have it. But only 240v, you cannot over load the watts.
5. Whether you have 110v or 240v, if your booth is pulling excessive electricity and causes breakers to flip, it will black out the **entire block**. If your booth causes such issues, you will be disconnected from the electricity. Please be courteous to your neighbors and limit your electrical use.
6. Water reminder – Each booth requesting water supply will have access to one water faucet. Please use inspections approved hoses. You are required to collect and dispose of your own grey water.

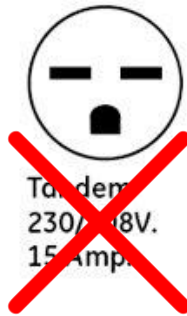


Electrical Outlets –

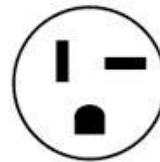
- The festival has 2 types of outlets available for vendors. (1) 115v Parallel and (2) 230v Perpendicular.
- If your plug does not fit the outlet show below, you must bring your own adaptor or have your plug changed before you arrive.
- Neither the festival or City may make any adjustments to your electrical set up.



Parallel
115V.
15 Amp.



Tandem
230/208V.
15 Amp.



Perpendicular
230/208V.
20 Amp.



What to do with recycle, trash and gray water?

TRASH - Throughout the festival site are LARGE green rolling trash cans and red recycle bins/cans. Please collect your disposables in bags and place your trash in the appropriate bin. The City of Wilson will empty the rolling cans throughout the day and then round up all the trash at the end of each day. Do not pile trash outside a can. If a can is full, please locate another can nearby. There are PLENTY of trashcans.

RECYCLE - NC has recycle laws, place these items in recycle bins...plastic bottles (no caps), aluminum cans, steel cans and cardboard boxes (not pizza boxes).

GRAY WATER DISPOSAL - The City of Wilson provide a free gray water disposal site for all vendors. The open man-hole site is located in the Barnes Street parking lot (map will be sent with final updates and booth assignments).

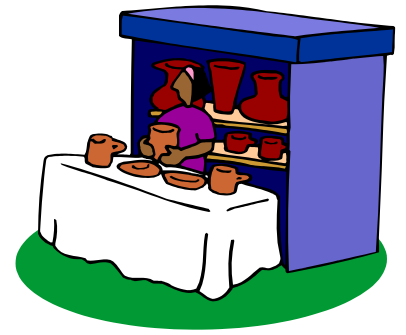
The set up looks like the picture to the right. You may drive to the Barnes Street lot at the end of the day or walk thru the Kids tunnel. Do not pour grease, oil, soapy water or food debris on the ground, down storm water drains or in public trash containers. Each vendor is responsible for handling grease, oil, soapy water and food debris in the proper manner as described by the Health Department, and for removing it from the festival site at the end of the day.



Whirligig Festival Booth Reminders

Provided below are the booth policies you agreed to by signing the festival application.

Please review and adhere to them:



- All vendors are expected to participate in the festival for the full schedule, both days. This includes non-profits, sponsors, artisans, businesses and food vendors.
- The festival will be held rain or shine, please come prepared. No refunds.
- Booths are actual space. No tables, chairs or other equipment are provided.
- Booths are 15 feet in width and 10 feet deep. Only those that registered and paid for double or triple space may expand beyond this size.
- Only 10 x 10 pop up/tail gate tents are approved for usage and within your booth space and must be weighed down for safety. Tents must be made of fire-retardant materials. Weights should be at least 10 lbs per leg – 40 lbs per tent.
- All storage must remain within your booth space. Sidewalks cannot be blocked.
- Water and electrical are limited. If you are approved for either, it is confirmed via email. Please bring extra-long cords and hoses.
- Booth assignments place artisans, non-profits, sponsors, businesses and food vendors equally throughout each block of the festival. Food vendors tend to be placed at the intersections due to utilities, but some are within the blocks too.
- All booth assignments are subject to change to best serve the overall festival needs.
- A festival overview map and street load-in map is included.
- All trash must be removed from your booth location by 6 p.m. Use the provided portable, rolling garbage cans. Do not leave piles of trash behind. City of Wilson Environmental Services will be on hand at the end of each day to clear debris.
- Due to the musical nature of the Whirligig Festival, generators are not allowed.
- Free parking will be available for RVs, vehicles, trucks and trailers in the vendor parking lot.
- Only registered booth participants will be permitted to conduct business during the Whirligig Festival.
- Solicitation throughout the festival is not allowed. Vendors must refrain from any mobile solicitation, donation buckets, or crews wandering throughout the crowd selling items, raffle tickets, passing out handbills or brochures. All activity must be maintained within your assigned booth location. If you can't touch your tent – you are too far away.
- Shouting, barking or loud marketing efforts are not allowed from any booth. If you overstep the areas or over shout the next booth this is poor manners!
- All Wilson County Department of Public Health state regulations regarding food preparation and procedures must be followed.
- Illegal paraphernalia cannot be sold or displayed at the festival.
- All arts and crafts must be handmade items. No manufactured products can be included for sale. The festival coordinators reserve the right to refuse products from sale deemed manufactured or mass produced.
- The festival is held on Wilson's main downtown streets. At the end of the day booth participants are asked to clean your area and pack out all trash, leaving the booth area, street and sidewalks in the original clean and clear condition.
- The planning committee asks that all participants keep in mind this is a family event.
- All types of community groups, including civic organizations, non-profits, schools, artisan, crafters, commercial and faith based organizations are encouraged to apply. However, only groups that support inclusive membership and support community building will be considered.
- For safety and protection, pets are discouraged, but if present at your booth, they must be leashed and restricted behind booths to minimize interaction with festival participants. This is for the safety of your pet as well as visitors.



Manage your lines – Do not allow people in line for your booth to block a neighbor's booth. It is your responsibility to manage the lines at your booth. Customers waiting in line may not stand in front of your neighbor's booth. We know your busy with sales – but you must be respectful of your neighbors. Watch the lines!

GREEN STREET (open to traffic)

*map not to scale

Wilson Police Station



Election Board

Courthouse Plaza



City Hall



Tourism Stage

BMX



NASH STREET

Volunteer Center

Imagination Station

Barnes Street Parking Lot
Permits ONLY



COMMUNITY Stage

GOLDSBORO STREET



Whirli-Kidz Stage



DOUGLAS STREET

Barnes Street



Whirli-Kidz Zone



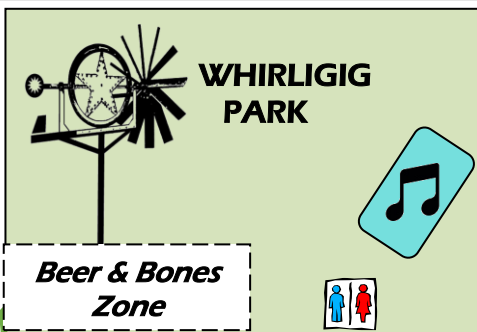
Casita Brewing

SOUTH STREET

Center ST Parking
Permits ONLY



GOLDSBORO STREET



Beer & Bones Zone



DOUGLAS STREET



Vendor Parking



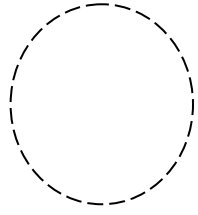
Vendor Check-In
316 Douglas ST

Kenan

HINES STREET (open to traffic)

ENTER HERE

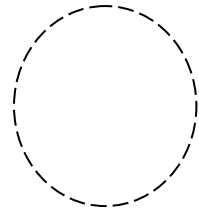
LODE STREET (open to traffic)



Vendor Parking Pass

Booth

Vendor Name:



Vendor Parking Pass

Booth

Vendor Name:



Vendor parking is designated in the grassy lot beside the Whirligig Park. The lot is located at **316 Douglas Street**, near the Vendor entrance and exit. We will have volunteers helping with parking. This parking pass is crucial because it connects your car to your booth. In case of an emergency, lights left on or traffic concern we can find you. Please fill in the information with large thick marker and hang from the mirror. Vehicles without a parking pass risk being towed at the owner's expense.