

2021 NC Whirligig Festival

Saturday & Sunday, November 6 & 7, 2021

Application deadline - October 1



Non-Profit Vendor Application

Check one booth type:	<input type="checkbox"/> Display or demonstration only \$50	<input type="checkbox"/> Fundraising or Selling Merchandise \$100	<input type="checkbox"/> Food Sales <i>Must also complete a Food Application</i> \$250	<input type="checkbox"/> Political booth <i>Any organization connected to elections or politics.</i> \$500	All other vendors use a different form. <ul style="list-style-type: none"> • Commercial • Home based business
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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: _____

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:

Non-Profit 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.

How did you hear about the NC Whirligig Festival? _____

References: Please list other fairs, festivals or events in which you have participated. Returning vendors need only describe any additional events or festivals since your last participation at Whirligig Festival.

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 list and photos if extra space needed)*

- Proof of Non-Profit** status – attach letter of document confirming your organization is a non-profit
- Attach Photo** of booth Display – enclose a photograph of your booth set up
- 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 *(inside festival zone)*
- \$150 Downtown Merchant *(perimeter zone)*
- waived* Military display booth
- waived* Sponsor booth *(donation must be attached)*
- \$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 1- \$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 BigBizBox)*

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



Non-Profit Vendor – Part B – Tell us More!

Vendor Name: _____
(Please provide the Booth Name you would like printed in materials, listed on website and on event map.)

Non-Profit 501-C3 #: _____ Year established: _____
NOTE: New vendors must submit copy of non-profit 501c3 document. Returning vendors do not need to re-submit.

Non-profits are encouraged to use the festival as an opportunity to raise funds, however, the festival must follow all health and safety regulations at all food booths. And, we want to assure that arts & crafts are not duplicated. If your organization is selling food, beverages or crafts, or holding a fundraiser of any kind, an additional fee is required - although at an extremely discounted rate. Please include the additional fee and attach the additional application and information as needed.

- Types of Booths:**
- \$50 - Non-Profit Informational only display (no selling of any kind)
 - \$50 - Non-Profit Providing Free Service or Demonstration (no selling of any kind)
 - \$100 - Non-Profit Selling Handmade Arts & Crafts, and information display or demonstration
 - \$100 - Non-Profit holding a fundraiser of any kind, and information display or demonstration
 - \$250 - Non-Profit Selling Food/Beverages, must also complete a Food Vendor application
 - \$500 - Non-Profit Political party, candidates, campaign or political organizations

If selling items of any kind or holding a fundraiser, please describe: _____

If providing a service, demonstration or activity:
The festival strives to avoid duplication at booths. The festival does not allow vendors to provide a service or activity for free if another booth is providing for a paid fee. For example, face painting. We cannot allow a non-profit to provide face-painting for free or reduced price, if an Arts & Crafts vendor is selling it as a product.

To assist all vendors in being successful, please provide a description of your booth's activity, service or demonstration planned. Applications will be considered on a first-come, first-served basis. Priority for approved activities and food vending will be given to those paying the full Arts & Crafts or Food Vendor booth fees. Please be creative. If your plans change, please consult the festival before moving forward with final plans.

Non-Profit Reminders:

- As most of our non-profit participants are local, and this may be the only festival in which they participate, we ask that you review all materials closely and follow all guidelines and policies, just as our out of town guests must do as well. Systems for set up, break down, parking, etc... are the same for everyone.
- Shouting or sales "barking" at festival attendees is discouraged. You may not interfere with the operation of your neighboring booths.
- Members of your volunteer team must remain within your booth area. Wandering up and down the street or outside your booth to solicit visitors for your booth is not allowed. A good rule of thumb, if you can't touch your booth – you are too far away.
- Most non-profits have rotating volunteers throughout the festival weekend, please make sure your entire team is aware of the processes so that everyone has a great experience.
- A festival orientation is often offered in September, we recommend all local vendors attend to hear updates and have questions answered.

_____ 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 _____