



# 2023 NC Whirligig Festival

## Approved Vendor Guide – Part 2 Vendor Information • Parking Pass Site Map • Check-in Instructions

### The Countdown is ON!

We look forward to having you as part of the NC Whirligig Festival next weekend. Included in this Part 2 are just a few reminders, a parking pass and the vendor booth assignments. We have just under 200 vendors participating this year.

Attached to this email you should also have received the **Vendor Parking Pass** separately for easy printing.

### Questions?

If you have a question, please contact your Vendor Chair. They have worked very hard to prepare and they know your particular vendor category the best. However, keep in mind they are all working full time jobs and serve as volunteers. Please read the information first.

### Vendor Chairs:

- Arts & Crafts Vendors – April Cannon, aprilnicolecannon@gmail.com
- Food Vendors – Sheryletta Lacwewell, swlacewell3@gmail.com
- Non-Profit Organizations – Susan Kloss, susankloss8382@gmail.com
- Commercial Vendors – Theresa Mathis, tmathis@wilsonnc.org
- Downtown Merchants – Aramith Trimiar atrimiar@wilsonnc.org
- Sponsors – Michael McHarg, Michael@bigbizbox.com

Note: Booth assignments cannot be adjusted. Location assignments have been made in collaboration with ALL of the Vendor Chairs. Selecting booth locations was a team decision. At this point, it is a giant puzzle. We cannot adjust booth locations as one spot affects the next. If you have a question or concern, please contact your Vendor Chair.

### Did you read Part 1?

As you can see, this guide is labeled **Part 2**. The Part 1 – Approved Vendor Guide was emailed last week. If you did not receive it, contact your Vendor Chair immediately. It is also posted on the festival website under VENDORS. (*at the bottom of the page as a PDF*). You can read and print a copy from the website: [www.WhirligigFestivalNC.org](http://www.WhirligigFestivalNC.org)

### 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!*



## 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 #whirligigfest2023 #giveitawhirl #whirligoodday #whirligifestival #historicdowntownwilson #wilsonnc #whirligifestival #visitwilsonnc

Festival email: [info@WhirligigFestivalNC.org](mailto:info@WhirligigFestivalNC.org)  
Website: [WhirligigFestivalNC.org](http://WhirligigFestivalNC.org)  
Instagram: [@whirligigfestivalnc](https://www.instagram.com/whirligigfestivalnc)  
Facebook: [Whirligig Festival](https://www.facebook.com/WhirligigFestival) (see official logo)



## 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 Booth Markers (red plastic-on curb)

Vendor booths spaces are marked at on each side with a spray-painted DOT. Your booth space is between the dots. Booth numbers are on red curb markers.

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.

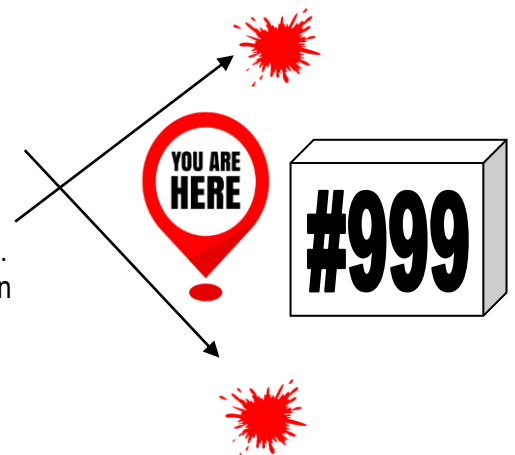
*Reminder:* Booth spaces are just that – space! No tables, no chairs, tents or no equipment are provided. Just 10 ft x 15 ft of space.

**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

**Do not throw away the red booth markers! We recycle and reuse each year.** If you need to move the marker, place it behind your booth on the sidewalk. Volunteers will collect the red markers on Saturday and Sunday.



## Vendor Parking – Two Parking Areas & Shuttle service

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.



- **Parking Lot 1 – Grassy Lot**, this is for vendors that have single cars, no attached trailers, no oversized vehicles. Refer to map for directions.
- **Parking Lot 2 – Gravel Lot**, this is for all vendors with trailers and oversized vehicles. And, overflow once the grassy lot fills up. Refer to map for directions.
- 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!** Don't walk – catch a ride. From both the Grassy lot and Gravel lot, we will have golf cart shuttles during set up and break down to help vendors get to-and-from their vehicles. Look for the Shuttle Sign at the entrance of the park. The shuttle golf carts will circulate on Saturday morning, 8 am – 10 am, Saturday afternoon, 5 pm – 8 pm. And again on Sunday from 10 am – 12 noon and in the afternoon for break down from 5 pm – 8 pm.



## 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.**



## Booth Sizes & Tents

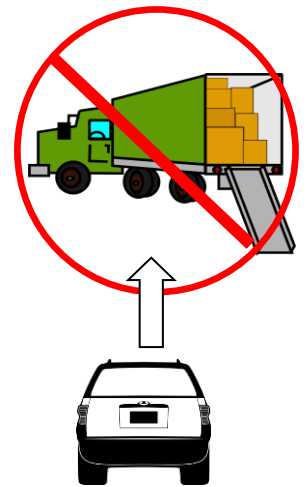
Booth spaces are 10 feet deep x 15 feet wide. They are designed for a 10 x 10 ft pop up/tailgate tent with 2 ft of space on each side. If your tent is bigger, you will not be able to use it. Our safety inspectors are very strict. We are letting everyone know way ahead of time. Make sure to check and measure your tent size.

- Tents must be weighted down on each leg. November is a windy month. 40 lbs per leg is recommended.
- All vendors need a fire extinguisher. Even if you do not have anything that causes fire, you never know what will happen. Food vendors require a commercial grade extinguisher.
- If you purchased a double or triple booth, it is still only 10 feet deep, but will be wider. Doubles are 10 ft x 30 ft. Triples are 10 ft x 45 ft.

*Reminder: Booth spaces are just that – space. No tables, no chairs, tents or equipment are provided.*

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

- **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.
- **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.
- 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.

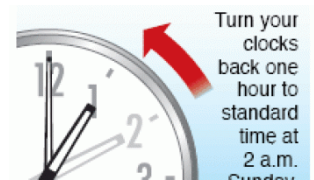


## SATURDAY Morning Vendor Load-In – 7:00 AM – 9:00 AM

- **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
- Vendors will have load-in and set up from 7 am – 9 am Saturday morning.
- 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.
- 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.

## SUNDAY – Come on back!

- Reminder – Day light savings time changes on Sunday, we get to sleep in an extra hour!
- 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.
- The festival officially reopens at 12 noon on Sunday, however many people start arriving around 11:00 am.
- All vendors must remain in the festival area until Sunday, 5 p.m. **Vendors may not close up their booth or break down early.**



## SUNDAY – Shut Down & Vendor Departure

- 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.
- 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.
- 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.
- See instructions for trash, grease and gray water on next page.

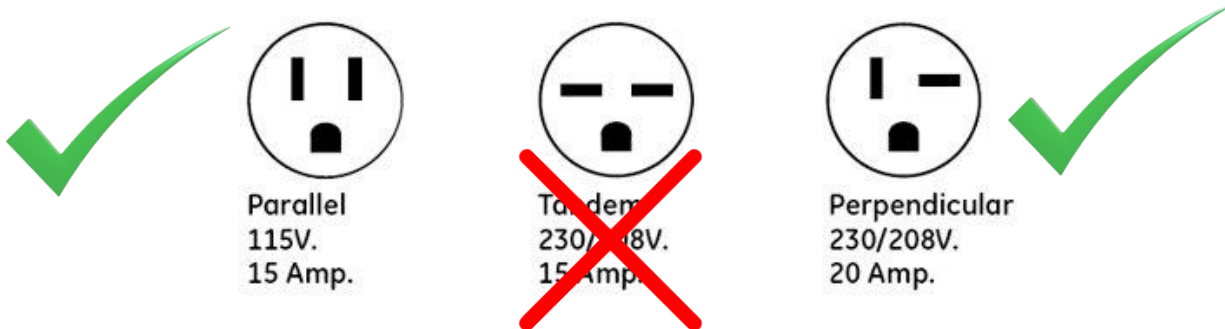
Stay  
calm

have  
PATIENCE  
and smile!

BEE  
kind

## 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.



## Join Us for Some FUN!

On Saturday, the festival vendor fair closes at 5 pm. Immediately after, we will hose the PNC After Concert in the Vollis Simpson Whirligig Park. Close down your booth and come relax and enjoy an evening under the whirligigs.

### NC AFTER Concert

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

Featuring:

5:00 pm - JB Aaron

6:30 pm – MJ Dance Contest

7:00 pm – Who’s Bad: The Ultimate Michael Jackson Experience.

### Beer & Bones Zone

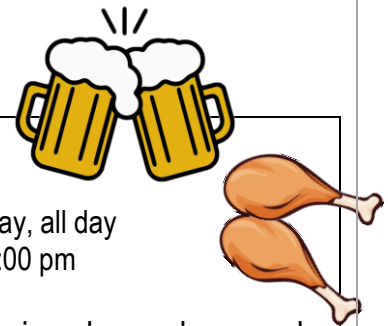
@ Whirligig Park field

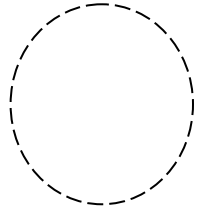
Bones Zone: Saturday & Sunday, all day

Beer Zone: Saturday, 4:00 – 8:00 pm

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

The vendors in the Beer & Bones Zone will remain open during the concert, 5-8 pm.



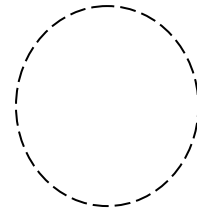


# Vendor Parking Pass

**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.