

## GUIDELINES FOR PARTICIPANTS of NC PECAN HARVEST FESTIVAL- NOV. 2, 2019

- Booth fee shall be \$40.00 per space. **No refunds**, except for rejected applicants.
- Applications with checks or money orders must be received no later than Oct. 25, 2019
- The size of rental space will be 12'x12' and will be located on the streets of downtown Whiteville. The logistics committee along with the vendor committee will assign spaces. If you have tents or canopies, please use them.
- All applicants must submit two (2) photographs of their work, one being of their display. Applications without photographs may not be considered. Photos will be returned to you, upon request, the day of the festival or if a self-addressed and stamped envelope is included with your application. [If applying ONLINE, then send photos by email.](#)
- Check-in will begin at 6:00am Saturday, November 2, 2019. Check-in location is corner of Pecan St. and S. Madison St.. Enter Pecan St. from S. Lee St. See map below. All exhibits must be set up by 8:00am and vehicles must be moved out of the exhibition area no later than 8:30am. If you have a special need with your set up, please indicate it on your application. **All exhibitors must stay on the festival grounds during exhibit hours. You may start taking your exhibits down no earlier than 4:00pm.**
- Exhibitors must provide all display props including chairs, tables, electrical cords, etc. All tables should be covered to the ground (with boxes and materials hidden from sight.) We encourage you to plan for inclement weather by using a tent or canopy. Sandbags or similar materials must be used to hold tents in place. You may not use any other anchoring device, such as spikes, due to pavement).
- The festival will be held-Rain or Shine.
- If you are a crafter, all work displayed must be handmade, original works of art, by the exhibitor. No kits, commercial molds, imported or resale items. (Commercial exhibitors must state that they are marketplace and submit photographs of items to be sold.)
- The NC Pecan Harvest Festival Committee reserves the right to refuse any unsuitable materials.
- Each exhibitor is responsible for collecting North Carolina Sales Tax.
- Generators are permitted only by special arrangements and must be inspected by the committee.
- Artisans are encouraged to demonstrate their craft for visitors.
- A map and further information and instructions will follow upon acceptance of application.
- If you have questions please contact:

Sally Mann, Executive Director, Columbus County Arts Council  
910-640-2787 or [EMAIL](#)  
NC Pecan Harvest Official: 910-770-1991

