

**NORTH CAROLINA PECAN HARVEST FESTIVAL
NOVEMBER 5, 2022
RETAIL VENDOR APPLICATION**

Applications are due by **October 22, 2022**. A \$25.00 late fee applies to all applications postmarked after this date. Applications received after October 22 will be considered only if there is still space available and the late fee is included. **Submission of application does not guarantee acceptance into the NC Pecan Harvest Festival. Acceptance into the festival is at the discretion of the NC Pecan Harvest Festival Committee.** Failure to provide the festival with accurate information requested within this application could result in the loss of space and/or forfeiture of all rental fees. Vendors must initial and/or sign each page of this application. Incomplete applications will not be processed.

PLEASE PRINT:

BUSINESS OR ORGANIZATION NAME: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

(Most communication from the NC Pecan Harvest Festival will come via email.)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: (DAY) _____ (EVENING) _____ (CELL) _____

PAST EXHIBITOR? _____ WEBSITE: _____ (if applicable)

APPLICANT ACKNOWLEDGEMENT:

Applicant understands the NC Pecan Harvest Festival Committee (hereafter "Festival Organizers") reserves the right to reject any and all applications. Applicant understands that he/she is responsible for reading and adhering to all vendor rules and regulations as may be established by the Festival Organizers, as well as any and all applicable local, state, and federal laws and regulations. Applicant hereby agrees to indemnify, hold harmless, and release the City of Whiteville, and the Festival Organizers and any all sponsors or agents from any loss, liability, damage, or costs (including attorney fees and court costs) and any and all claims of injury or damages resulting from and/or arising out of his/her participation in the NC Pecan Harvest Festival, whether caused by negligence or willful act of the Applicant or any other person. Applicant further understands that there will be no refunds in the event of rain. By his/her signature below, Applicant agrees to consider this application a commitment to abide by any and all rules and regulations that may be set forth by the Festival organizers and that it is solely responsible for obtaining any and all liability insurance coverage for his/her business/organization. Applicant understands that only items and information including in this application and approved by Festival Organizers may be sold and/or given away during the NC Pecan Harvest Festival. Applicant also consents to the NC Pecan Harvest Festival utilizing its photograph, image, and/or sound in promotional materials, including print, broadcast, and online internet media.

Applicant Signature: _____ Date: _____

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2022 RETAIL VENDOR BOOTH REQUEST**

PLEASE NOTE: Retail vendors may purchase more than one space. Vendor signage may not exceed more than 4 ft. from the lowest point of your tent canopy. Total of vendor tent and signage may not exceed more than 12 ft. from the ground nor extend beyond 12 ft. from the curb. While the NC Pecan Harvest Festival makes every effort to accommodate your space request, we cannot guarantee that you will receive any of the spaces requested.

Will you be selling items? Yes _____ No _____

Description of
exhibit/products: _____

Will you be using a tent? Yes _____ No _____

If yes, what size? _____ (Rental space is 12' x 15', tents larger than 12' x 12'
are not allowed)

Number of spaces requested: _____ (Rental space is 12' x 15' and are \$75.00 per space)

Amount submitted: \$ _____

Signature of Applicant: _____

Date: _____

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RETAIL VENDOR POLICIES

PLEASE READ THE NC PECAN HARVEST FESTIVAL RETAIL VENDOR POLICIES CAREFULLY. BY SUBMITTING YOUR COMPLETED APPLICATION, YOU AGREE TO ABIDE BY ANY AND ALL POLICIES THAT MAY BE ESTABLISHED BY THE NC PECAN HARVEST FESTIVAL COMMITTEE. **VIOLATION OF ANY POLICIES BELOW MAY DISQUALIFY YOU FROM PARTICIPATING AT FUTURE EVENTS.**

_____ Initials

- The NC Pecan Harvest Festival Committee reserves the sole right to select any and all participants. In addition to the criteria listed below, applicants will be approved based on prior participation, product duplication, utility requirements, and spirit of cooperation.
- Submission of an application and payment does not guarantee acceptance into the NC Pecan Harvest Festival. Applications received after the October 22, 2022 deadline will only be considered if space is available and the \$25 late fee is included with the application fee payment.
- Applications will be processed in the order of date received and must include all fees, requested photos, and other information that may be required in order for the application to be considered. An incomplete application will be removed from consideration.
- **ALL RETAIL VENDORS MUST SUBMIT A LIST OF SAMPLE ITEMS WITH PHOTOGRAPHS THAT HE/SHE INTENDS TO SELL.** Only approved items will be allowed to be sold at the vendor booth.
- Vendor set-up begins at 6:00 a.m. on Festival Day, Saturday, November 5, 2022 for all retail vendors. Check-in location is the corner of Pecan Street and South Lee Street in Whiteville, NC. Enter the check in line from S. Lee Street (See map). Please keep your vehicle pulled close to your space on the same side of the street. **Do NOT leave your vehicle in the middle of the street during load-in or load-out.**
- All vendors must be set up by 8:00 a.m. and all vehicles must be moved off the street no later than 8:30 a.m. on festival day. Driving through crowds is strictly not allowed. Retail vendors must be ready to sell by 9:00 a.m.
- Vendors must remain open and sales-ready until 4:00 p.m. **Vendors are not allowed vehicular access onto the festival grounds until 8:00 p.m. Vendors are advised to bring dollies should they need to leave between 4:00 p.m. and 4:30 p.m. to transport goods to their vehicles. This also applies to vendors parked within festival parking area.**
- Vendors 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).
- Sales are limited to assigned spaces. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival.
- No refunds will be issued due to any disruption or interruption of the festival as a result of weather or any cause beyond the control of the Pecan Harvest Festival Committee. No refunds will be available due to your inability to attend the festival.
- Each exhibitor is responsible for collecting North Carolina Sales Tax.
- Vendors must initial and sign each space required in this application for submission to be considered complete. Incomplete applications will not be processed.
- Generators are permitted only by special arrangements and must be inspected by the committee.
- Payments returned by the bank for any reason will incur a \$30.00 fee and the application will be rendered null and void and removed from further consideration. In addition, you will not be considered for future NC Pecan Harvest Festival applications.

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- Vendors are responsible for leaving the space in the same condition as when the vendor arrived. All boxes and/or excess merchandise must be stored neatly at your booth without blocking sidewalks. Damage to the space must be reported immediately to the vendor coordinator.
- No amplified music or speakers are allowed at vendor booths.
- If a vendor is rude or disrespectful to the public, event staff, or other vendors, they will be asked to leave the festival, no refunds will be given, and the vendor is subject to disqualification from future events.
- Vendors are responsible for paying all associated vendor fees before their application will be considered complete and ready for processing.
- Vendors or their authorized designee are responsible for signing in at vendor check-in the day of the festival.