



**Town of Farmville**  
**Farmville Dogwood Festival**  
**Post Office Box 86/ 3672 North Main Street**  
**Farmville, North Carolina 27828-0086**  
**(252) 753-5814**

November 15, 2017

Dear Commercial Vendor:

The 31<sup>st</sup> Annual Farmville Dogwood Festival will be held Friday, April 27<sup>th</sup> through Sunday, April 29<sup>th</sup>, 2018. For those of you who have attended in the past, thank you for your continued association with our festival and we hope that you continue to enjoy the event and our community. For those of you applying for the first time, welcome, and we trust that you will find our festival to be a rewarding and enjoyable experience.

All commercial vendors at our festival are located in the lined parking spaces fronting on Walnut Street and in the Town Hall lawn area and parking lot. This location surrounds the central festival venue and provides some of the highest volume visitor traffic areas. The lined parking spaces provide each vendor a space of approximately 20' X 10'. If your set-up is larger than 20' X 10' you must reserve additional spaces. The maximum number of spaces that will be assigned to any one vendor is three (3). A number of spaces are available that are supplied with a 110 volt, 20-amp electric power circuit. The cost for electric power is an additional \$50.00 per space. Requests for additional spaces and/or spaces provided with electric power are assigned on a first come, first served basis as determined by the date that we receive your completed application. In the interest of safety, the use of portable power generators and the sharing of electric power between vendors by utility cord is not permitted.

Although we try to accommodate any special location requests, the festival management will have the final authority concerning all space assignments. Please identify any location request or other special needs on your application.

The 2018 fees for Commercial spaces are \$240.00 for a single (20' X 10') space. Spaces provided with electric power are \$290.00 for a single (20' X 10') space. If you desire a ½ space, please call due to there being a limited number. Please remember that a check for your requested space(s) must accompany your completed application.

The advertised hours for Commercial participants at the Festival are Friday 3:00 PM until 8:00 PM, Saturday 9:00 AM until 8:00 PM and Sunday 1:00 PM until 5:00 PM. All participants are required to operate throughout the Festival's advertised hours of operation. Participants that close and/or depart early may not be eligible to participate in future festivals. The amusement rides and some concert venues of the Festival operate until 11:00 PM on Friday and Saturday evening. Commercial participants may continue to operate until 11:00 PM on Friday and Saturday evenings as well, if they so desire.

Your application for the 2018 Dogwood Festival is enclosed. Please note the important information on the attached sheet and submit your application promptly. Feel free to contact us at (252) 753-5814 with any questions that you may have concerning the application process or the event.

We look forward to you being a part of the 31<sup>st</sup> Annual Farmville Dogwood Festival!

Sincerely,

The Farmville Dogwood Festival Committee

# 2018 Farmville Dogwood Festival

## Commercial Vendor - Festival Information & General Policies

Please keep for your ready reference

When completing your application, please include a **DAYTIME** telephone number where you can be reached prior to the event and a **MOBILE** telephone number where you can be reached during the event; should we need to contact you in case of emergency. Please describe all of the items that you intend to sell and please be as detailed as possible in your description.

The Festival Committee attempts to offer a variety of Commercial products and services to our festival guests. The Committee reserves the right to select individual or multiple vendors by type of materials, products or services offered. Acceptance to the festival does not grant or imply to any vendor an exclusive on any or all materials, products and/or services offered.

**A single space is 20' X 10' and the fee is \$240.00. Additional spaces are available up to a maximum of three (3) and are \$240.00 each. Electric power provided at your space is an additional \$50.00 per space.**

Fees must be submitted with your application. Applications will not be processed without the enclosed fees. Please make checks payable to: Farmville Dogwood Festival

**First time participants are accepted only after review of their materials so please include photographs and detailed descriptions of the pieces that you are offering for sale.**

1. **The Farmville Police Department has banned the following items from the Festival:**

<b>Snap-N-Pops, Cap Guns or Rockets</b>	<b>Disappearing Ink</b>
<b>Crazy Foam &amp; Silly String</b>	<b>Stink Bombs</b>
<b>Water and Marshmallow Guns or Rockets</b>	<b>Knives</b>
<b>Guns and/or Any Other Weapons (Including Replica Weapons)</b>	

Any vendor attempting to offer these banned items will be given only one warning to suspend sales. Continued sales will result in the vendor being ejected from the festival.

2. Exhibitor fees must accompany all applications and are deposited upon receipt. If your application is not accepted, your check will not be cashed and will be returned. After you are notified of acceptance, no refunds will be made if you cancel for ANY REASON. Once your check has been cashed, you are considered as having been “officially” accepted to the festival and the “no refund” policy will apply.
3. All Vendors must occupy the space provided and specified by the Festival. The Festival must manage all space assignments. If you desire a particular location or space, please be as specific as possible with your location requests. IE: Belcher St. close to the corner. If you are requesting the same location as last year, please include your exhibitor space number from last year.
4. Exhibitors must provide their own table(s), chairs and canopies or coverings. All tents and coverings must be weighted to prevent their becoming airborne in the event of windy conditions. Cylinder/sleeve weights or water canisters are preferred. No stakes may be driven into asphalt or hard paved surfaces. All tents, coverings and vendor sales areas will be inspected for safety prior to the opening of the event. If you are renting tents, canopies, coverings and/or set-ups, you must use the Festival’s designated, exclusive tent provider. Please contact us at (252) 753-5814 to receive our provider’s contact information.

**2018 Farmville Dogwood Festival  
Commercial Vendor - Festival Information & General Policies  
Continued**

5. All vendors are personally responsible for the collection, reporting and remittance of sales tax as required by the North Carolina Department of Revenue. The Festival assumes no responsibility regarding the collection, reporting and/or remittance of sale tax for sales by vendors.
6. Check-in procedures, maps, and other information will be mailed to you prior to the event.
7. Applications will be accepted through April 16, 2018, or until all spaces have been filled.
9. Vendor-provided portable power generators are NOT permitted and the sharing of electric power between vendors by utility cord is not permitted. A number of spaces are provided with electric power and are available at an additional cost of \$50.00 per space.
10. Space for self-contained Recreational Vehicle (RV) parking is available in the vendor parking area. However, no electrical, water or sanitary hook-ups are available. Special RV parking with utility hook-ups is available but limited and has a \$50 fee.

**Vendor Set-Up Schedule**

**Friday: Set-up 9:00 AM through 3:00 PM.** Vehicles must be off the grounds by 3:00 PM.

No vehicles will be permitted back onto the grounds until after 11:00 PM

**Saturday: Set-up 7:00 AM through 9:00 AM.** Vehicles must be off the grounds by 9:00 AM.

No vehicles will be permitted back onto the grounds until after 11:00 PM

**Sunday: Set-up 11:00 AM through 1:00 PM.** Vehicles must be off the grounds by 1:00 PM.

No vehicles will be permitted back onto the grounds until after 5:00 PM

**If you need to move materials to/from your vendor space between the above load-in and load-out times, you will need to do so by hand or with the aid of a small hand truck or cart.**

**NO PARKING WILL BE PERMITTED IN THE TOWN HALL PARKING LOTS**

After your set-up all vehicles must be moved to the Festival parking lots adjacent to the ball fields.

**Contact Information:**

Mailing Address: Farmville Dogwood Festival  
P. O. Box 86  
Farmville, NC 27828-0086

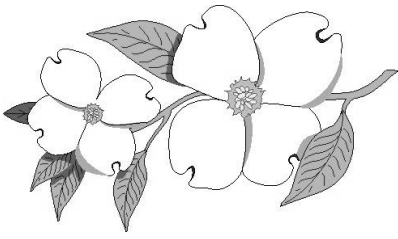
Physical Address: 3672 North Main Street  
Farmville, NC 27828  
Pitt County  
35 35.94 N 77 35.07 W

Payment to: Farmville Dogwood Festival

Telephone: (252) 753-5814

Email: [dogwoodfestival@farmvillenc.gov](mailto:dogwoodfestival@farmvillenc.gov)

Website: [www.farmvilledogwoodfest.com](http://www.farmvilledogwoodfest.com)



2018 Farmville Dogwood Festival  
Commercial Vendor Applications  
P. O. Box 86  
Farmville, NC 27828-0086

**COMMERCIAL VENDOR APPLICATION**

\*\*\*\*\*

1. NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SALES TAX IDENTIFICATION #: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

MOBILE TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

(Where you can be reached during the event in case of emergency)

2. Please submit photos of your display and/or materials.

3. Please describe the materials or services that are being offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use the back of this page or additional sheets if you need more space to describe your item(s).

4. Do you desire a space with electric power? (Additional cost of \$50.00 per space): \_\_\_\_\_

5. Please list any special requirements, LOCATION REQUESTS, etc.: \_\_\_\_\_

\_\_\_\_\_

Please use the back of this page if you need more space to describe your special requests.

\*\*\*\*\*

**Have you read the Festival Information & General Policies contained in this package? If you have any questions, please call us at (252) 753-5814 before submitting your application.**

Your signature to this application indicates you have examined the General Festival Policies and that you agree to abide by those policies if accepted as a Dogwood Festival exhibitor/participant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please make a copy of this application and retain for your records.