



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 Non-Profit Organization:

The 31st Annual Farmville Dogwood Festival will be held Friday, April 27th through Sunday, April 29th, 2018. For those of you who have attended in the past, thank you for your continued association with our festival and we hope 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 non-profit participants will be located in 10' X 10' sized spaces on the grassy area on the west side and southwest corner of Town Common adjacent to Belcher Street. The total number of non-profit participants is limited to a maximum of eight (8) participants occupying the eight available spaces. As in previous years, this is not the appropriate application for non-profit participants wishing to sell food. Non-profit participants that desire to sell foods or food products will need to contact us in order to receive a food vendor application. Non-profit participants will be accepted on a first come, first served basis. Given the limited number of available spaces, your organization should submit their application as soon as possible.

Participants must bring all of their required setup materials, canopies and/or coverings, tables, chairs, etc. No utilities will be available at your exhibit space. In the interest of safety, no portable generators are permitted 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 requests or other special needs on your application.

The 2018 fee for local (Farmville) non-profit participants is \$50.00 for a single (10' X 10') space. The fee for non-local non-profit participants is \$75.00. This fee will apply regardless of whether a participant is conducting fund raising efforts or is simply distributing information and/or literature. Please remember that a check for your requested space must accompany your completed application.

The advertised hours for non-profit participants at the Festival are Saturday 9:00 AM until 8:00 PM. However, you may also operate on Sunday from 1:00 PM until 5:00 PM, if you so desire. All participants are required to operate throughout the Festival's advertised Saturday hours of operation. Participants that close and/or depart early on Saturday may not be eligible to participate in future festivals. The amusement rides and main concert venue of the festival operate until 11:00 PM on Saturday evening. Non-Profit participants may continue to operate until 11:00 PM on Saturday evening as well, if they so desire. Please note that you will not be able to gain vehicle access to your space to load-out until after 11:00 PM on Saturday evening.

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 31st Annual Farmville Dogwood Festival!

Sincerely,

The Farmville Dogwood Festival Committee

2018 Farmville Dogwood Festival

Non-profit Organization - 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 the items that you intend to distribute or sell, as the case may be.

Please note: This is NOT the appropriate application for organizations offering prepared foods and/or food products. Please contact the Festival office for information concerning the sale of foods.

The fee for local non-profit participants is \$50.00 (\$75.00 for non-local) for a single 10' X 10' space.

Fees must be submitted with your application. Your application 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 or distribution.

1. Only non-profit entities (IE: church groups, school clubs, civic/service clubs) qualify for non-profit participation in the festival. Please call if you have any questions concerning your status.
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. You 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: On Belcher Street as near to Main Street as possible.
4. Organizations must provide all of 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 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.
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, site maps, and other information will be mailed to you prior to the event.

**2018 Farmville Dogwood Festival
Non-Profit Organization - Festival Information & General Policies
Continued**

7. Applications will be accepted through April 16, 2018, or until all spaces have been filled.
8. The number of non-profit spaces is limited. Space assignments will be awarded in the order in which the applications are received.
9. No utilities will be available at your space and portable generators are not permitted and the sharing of electric power between vendors by utility cord is not permitted.

Vendor Set-Up Schedule

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

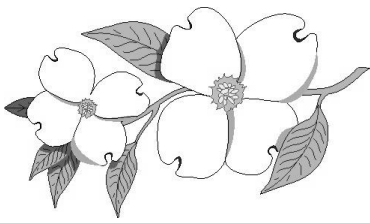
Payment to: Farmville Dogwood Festival

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

Telephone: (252) 753-5814

Email: dogwoodfestival@farmvillenc.gov

Website: www.farmvilledogwoodfest.com



**2018 Farmville Dogwood Festival
 Non-Profit Participant Application
 P. O. Box 86
 Farmville, NC 27828-0086**

NON-PROFIT PARTICIPANT APPLICATION

1. ORGANIZATION NAME: _____

CONTACT 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 describe the materials or services that you will be presenting: _____

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

4. 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 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.