Vendor Participation Guidelines for the 20th Annual Herb Festival

Sponsored by the ***Women's Resource Center in Alamance County*** (WRC)
411-B West Fifth Street, Burlington, NC 27215
Phone (336) 227-6900 – Fax (336) 227-6993 info@wrcac.org; www.wrcac.org

Festival Dates/Times and Location

Dates: Thursday, April 20th , Friday, April 21st & Saturday, April 22nd, 2017
Times: Thursday, 6:00 p.m. – 8:00 p.m./ Friday, 8:30 a.m. – 7:00 p.m./ Saturday, 8:30 a.m. – 3:00 p.m.
Location: First Presbyterian Church, 508 West Davis Street, Burlington, NC 27215

Set Up Hours/ Doors Open for Vendors / Breakdown Time

Thursday: 2:00 p.m. – 5:30 p.m. Set up
(Set up must be complete by 5:30 p.m. Thursday the 26th. WRC members-only preview party starts at 6:00 p.m.)
Friday: 7:00 a.m. Doors open to vendors – 8:30 a.m. Doors open to customers
Saturday: 7:30 a.m. Doors open to vendors – 8:30 a.m. Doors open to customers
4:00 p.m. Breakdown and clean up must be completed by this time.
Note: *Vendor booths must be open for business Thursday, Friday and Saturday*

Application Process and Cost

Cost: $100 payable to Women's Resource Center – All checks will be processed upon receipt. If you are not selected as a vendor for the Herb Festival you will receive a refund with your non-acceptance notice.
Deadline: **Applications and payment are due by Tuesday, February 21, 2017.**
Acceptance: The Women's Resource Center Selection Committee approves all vendor applications. Selections will be based on Committee's decision and booth space availability.
Refunds: Refunds will only be made if the entire festival event is cancelled or if you are not selected as a vendor.

Eligibility/Product Types Allowed

The Herb Festival is only open to vendors selling products such as aromatherapy, artwork, baskets, bath items, books, candles, cooking items, crafts, jewelry, gardening items, home furnishings, stained glass, antiques, yard art or wearable art. Other items may be considered but will require special approval.
The Women's Resource Center will be the sole vendor for live plants.

Provisions

Provided: 10 X 10 Floor Space for the entire festival. (Please specify if electricity is needed and we will provide as available.) Chairs will be provided as needed. Vendors will have reserved parking.
Not Provided: Vendors are asked to bring their own tables and display equipment.
Plant Purchases: We encourage you to shop and take advantage of our unique and broad selection of herbs and plants available. Please pay for plants as they are chosen. The WRC will provide you with a receipt.
Note: *Please be careful during set up to avoid scratching the floor or marking the walls.* ***No nails or tape will be allowed on the walls***.

Waiting List:

The WRC Selection Committee will determine alternate vendors to be selected if space becomes available.