

## 26th Annual Herb Festival Vendor Application

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

**DATES:** Thursday, April 25th, Friday, April 26th & Saturday, April 27th, 2023  
**EVENT TIMES:** Thursday, 6:00 p.m. – 8:00 p.m. / Friday: 8:30 a.m. – 7:00 p.m. / Saturday: 8:30 a.m. – 1:00 p.m.  
**LOCATION:** First Presbyterian Church, 508 West Davis Street, Burlington, NC 27215  
**(Vendor booths must be open for business during the festival on Thursday, Friday, and Saturday)**

Please sign the completed application and return it with all relevant documents to [director@wrcac.org](mailto:director@wrcac.org) by March 11, 2024

Vendor Name: \_\_\_\_\_  
(complete exactly as you wish to be listed in programs and advertisements)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

Address: \_\_\_\_\_  
(City) (State) (Zip)

Telephone: \_\_\_\_\_ (Business) \_\_\_\_\_ (Home)

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Person(s) Working at Festival: \_\_\_\_\_

*Please circle at least one of the following categories for items to be sold at the Festival,*

**(Live plants will be sold only by the Women's Resource Center.)**

**Aromatherapy \* Artwork \* Baskets \* Bath Items \* Books  
Candles \* Cooking \* Crafts \* Gardening Items \* Home Furnishings \* Antiques  
Jewelry \* Pottery \* Stained Glass \* Yard Art \* Wearable Art  
Other \_\_\_\_\_**

- \_\_\_\_\_ Reserve a 10'x10' booth (around the perimeter in the Great Hall) @ \$200
- \_\_\_\_\_ Reserve a 6' x 9' booth (at the entrance, in black and white hall) @ \$150
- \_\_\_\_\_ Reserve a 6" x 9" booth (at check out, in Witherspoon Room) @ \$150
- \_\_\_\_\_ YES, I would like to purchase \_\_\_\_\_ tickets for Food and Beverages and to shop during the Garden Party on Thursday night @ \$30/person

**Please provide your website and/or pictures of samples, or product(s) for the Selection Committee with the application.**

**Vendor Agreement: I have read and understand the *Vendor Participation Guidelines (page two of this application)* and *Vendor Application form* and will abide by these guidelines.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Women's Resource Center Herb Festival selection committee vets all vendor applications.  
Vendor selection will be based on the Committee's decision and booth space availability.

### **DEADLINES:**

**Applications can be found at [www.wrcac.org](http://www.wrcac.org) and must be completed by  
March 11, 2024**

Need more information? Call the WRC at (336) 227-6900 or visit our website at [www.wrcac.org](http://www.wrcac.org)

## 26<sup>th</sup> Annual Herb Festival Vendor Participation Guidelines

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](http://www.wrcac.org)

### Festival Dates/Times and Location

**Dates:** Thursday, April 25th, Friday, April 26th, & Saturday, April 27th, 2024  
**Times:** Thursday, 5:30 p.m. – 7:30 p.m./ Friday, 8:30 a.m. – 7:00 p.m./ Saturday, 8:30 a.m. – 1:00 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. – 5:00 p.m. Set-up  
(Set up must be complete by 5:00 p.m. Thursday the 25th. Sneak Peek Kickoff Sale starts at 5:30 p.m.)  
**Friday:** 7:30 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  
2:00 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:** \$200/\$150 payable to Women's Resource Center in Alamance County.  
Upon notice of your acceptance, you will receive an online payment link.  
***Please do not send payment at the time of application.***  
**Deadline:** ***Applications are due by Thursday, March 11, 2024.***  
**Acceptance:** This is a curated event. Women's Resource Center Herb Festival Selection Committee vets all vendor applications. Selection will be based on the Committee's decision and booth space availability.  
**Refunds:** Refunds will only be made if the entire festival is canceled.

### Eligibility/Product Types Allowed

The Herb Festival is 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.  
**Women's Resource Center in Alamance County will be the sole vendor for live plants.**

### Provisions

**Provided:** Two booth sizes are available at approximate sizes of

- 10x10 for \$200
- 6x9 at \$150

(Please specify if electricity is needed and we will provide as available.)  
One chair will be provided. Parking is available on site.

**Not Provided:** Vendors required to bring their own tables  
Wagons or carts will not be available for vendor use  
Tickets for food and beverages at the Garden Party are **NOT** included in vendor fees and must be purchased separately

**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.*

### Waiting List:

WRCAC Herb Festival Selection Committee will determine alternate vendors to be selected if space becomes available.