

Poplar Grove  
PLANTATION  
Herb & Garden Fair 2018

**Saturday, April 7 • 9:00 – 5:00 pm**  
**Sunday, April 8 • 10:00 – 4:00 pm**

**LOCATION:** On the grounds of Poplar Grove Plantation, nine miles north of Wilmington. Please come prepared for an **OUTSIDE SALE, RAIN or SHINE. Limited indoor spaces for arts/crafts vendors.**

**ACCEPTABLE ENTRIES:** Live vegetable, herb & flower plants, shrubs and trees, gardening items and accessories, herbal products, dried material, garden art, books, tools, home-based foods, local produce, home & kitchen items, select arts & crafts with a focus on nature themes/environment/recycling. Booths may be limited to avoid repetition. Poplar Grove has the right to refuse entries. Priority reserved for garden/hand-made/local items.

**BOOTH/SHOW LAYOUT:** Spaces will be 10' Width x 10' Depth for artisans and 20' Width x 10 Depth for plant vendors. Booth spaces will be assigned and marked, and a layout of the spaces will be sent via e-mail on the Monday before the week of the event. Vendors may request and pay for multiple side-by-side spaces.

Vendors may request vehicle to remain at booth site, by permission only in the *Special Consideration* space on the application. First come, first serve basis. Booth assignments will be determined by this *Special Consideration*. Conservation efforts are underway, and vehicles create unnecessary wear and tear on the lawns and contribute to further erosion.

Vendors must provide all displays, pup tents, tables, chairs, drop cords, etc. that will be needed for the sale.

**SHOW SET-UP: Exhibits must be set up and vehicles off the lawn by 8:30 AM on Saturday & 9:30 AM on Sunday.**

Vendors may set up on Friday, April 6th, after 12:00 noon if needed. Please contact Suzette if you would prefer to set up on Friday.

**NOTE:** There will be overnight security on Saturday night, but not on Friday night.

**ALL VENDORS** must exhibit from 9:00 AM until 5:00 PM, on Saturday, April 7<sup>th</sup> & from 10:00 AM until 4:00 PM, on Sunday, April 8<sup>th</sup>.

For the safety of everyone, no one may move a vehicle on or off the grounds during event hours.

**Vendors** are responsible for appropriate tax ID numbers and related information. NC Dept of Revenue requires your CoR or exemption to be prominently displayed during the event.

## BOOTH FEES

**PLANT VENDORS:** includes live nursery plants for landscapes & garden

OUTSIDE ONLY: \$130.00, booth size 20' Width x 10' Depth

**ARTS/CRAFTS VENDORS:** includes but not limited to cut flowers, assembled gardens such as terrariums and container gardens, garden sculptures, bird houses, metal arts. **You must include 3 photographs or a website.** Please specify if you are direct sales or commercial vendor.

OUTSIDE: \$100.00, booth size 10' Width x 10' Depth

**CONCESSION VENDORS:** \$100.00 (includes kettle corn, baked goods, take-away produce such as nuts, oranges, apples, etc.)

**FOOD VENDORS:** \$150.00 – please see FOOD VENDOR APPLICATION.

**Deadline:** Applications will be reviewed and spaces filled in order of receipt. We encourage you to apply early in order to secure a spot. Applications accepted until Friday, March 23, 2018, or until show is filled.

**Classes:** Applicants interested in presenting for 45 minutes on Saturday or Sunday will receive a 50% discount on the application fee. Please fill out the Speaker Workshop Contract located on our website <http://www.poplargo.org/festivals/herb-garden-fair/>

**Poplar Grove Foundation, Inc. reserves the right to limit categories to avoid repetition.**

Mail complete application and entry fee payable to:

**Poplar Grove Foundation, Inc.  
Herb & Garden Fair  
10200 US HWY 17 N  
Wilmington, NC 28411**

Confirmation will be sent by e-mail, unless you prefer to send a SASE for your show information. Please notify us of any e-mail address change. **If your application is not accepted, Poplar Grove will return your check. An accepted application is a commitment to show.**

If you have any questions, please contact Suzette at [suzette@poplargo.org](mailto:suzette@poplargo.org) the most immediate response.

**No refunds for a cancellation by a vendor, or due to inclement weather.**

**This event is held RAIN or SHINE!**

**POPLAR GROVE FOUNDATION, INC.**  
**2018 Herb & Garden Fair Application**

**Complete and return this application with your booth fee no later than March 23, 2018**

**PLEASE PRINT CLEARLY**

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

Business Name \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Social Media Outlets \_\_\_\_\_

All vendors are required to provide a copy of your **NC Dept. of Revenue Certificate of Registration** or the certificate of registration number. Attach a copy of your CoR, or provide number here: \_\_\_\_\_

Farmers that sell *only* products they grow themselves, and have an exemption, are required to attach a copy of the exemption, or provide exemption number here: \_\_\_\_\_

**APPLYING AS:** \_\_\_\_\_ Plant Vendor (\$130) \_\_\_\_\_ Arts/Crafts Vendor OUTSIDE (\$100)  
\_\_\_\_\_ Concessions (\$100)

**ITEMS TO BE SOLD.** List items to be sold. Arts & crafts vendors must also submit 3 photographs or include a website/Facebook page where items can clearly be viewed:

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**SPECIAL CONSIDERATIONS** (permission to park vehicle at booth location – limited spacing, require electricity, double booth, commercial products, handicapped considerations, etc.)

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**GENERAL RELEASE:** The undersigned does hereby and forever discharge Poplar Grove Foundation, Inc. of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, from any loss or damage to the undersigned's property while in the possession, supervision or auspices of the Plant & Garden Sale.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date