

November 14, 2008

Dear Artist or Craftsperson:

The 22nd Annual Farmville Dogwood Festival will be held Friday, April 24th through Sunday, April 26th, 2009. For those of you who have attended in the past, thank you for your continued association with our festival and we hope that you will 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 craftspersons at our festival are housed in the main festival tent. This is a large (60' X 90') tent, which is dedicated for the use of our arts and crafts participants. This tent is the festival's centerpiece venue and is prominently located in the center of our Town Common. The tent is divided into thirty-two (32), 10' X 10' individual exhibitor spaces. For those of you that may desire double spaces, we have a maximum of six (6) double spaces available. These double spaces are assigned on a first come, first served basis, as determined by the date that we receive your completed application. A limited number of spaces may also be available outside of the tent.

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 festival truly tries to be as accommodating as possible, but we must know your special wants and needs well in advance to help us meet your requests.

The 2009 fees for Arts & Crafts spaces are \$95.00 for a single (10' X 10') space and \$190.00 for a double (20' X 10') space. Please remember that a check for your requested space must accompany your completed application.

The advertised hours for Arts & Crafts 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. Arts & Crafts participants may continue to operate until 11:00 PM on Friday and Saturday evenings as well, if they so desire.

Your application for the 2009 Dogwood Festival is enclosed. Please note the important information on the attached sheet and please 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 your being a part of the 22nd Annual Farmville Dogwood Festival!

Sincerely,

The Farmville Dogwood Festival Committee
Town of Farmville

2009 Farmville Dogwood Festival
Arts and Crafts - 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.

Single booth space is 10' X 10' and the fee is \$95.00. Double spaces (20' X 10') are limited to the first six (6) requests received and the fee is \$190.00 for the double 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

1. **Work must be of your own creation.** Resale of commercial materials or simple assembly of commercial materials does not qualify you as an arts & crafts participant. If you are reselling commercial materials please contact us and request a commercial vendor application. **First time participants are accepted only after review of their craft so please include photographs and detailed descriptions of the pieces that you are creating.** If you participated in last year's festival and are offering similar materials, you do not need to enclose photographs. However, if you have added materials since last year that differ from your previous offerings, you will need to submit photographs and descriptions of the added items for review.

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 Artists and Craftspersons 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: Center section, facing Town Hall. 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 set-ups. Space dividers are not provided. Pop-up canopies are not needed, and may not be erected, inside the Arts & Crafts tent. Additionally, no tall display racks, frames or stands may be erected that would contact the underside of the tent roof. Your sales areas will be inspected for safety prior to the opening of the event.

5. A limited number of 10' X 10' spaces may be available on the lawn and in the Town Hall parking lot for Arts & Crafts participants that desire to be located outside of the tent. Please contact us to discuss your desires and check space availability. Please note that any participant located outside of the Arts & Crafts tent will be responsible for providing their own table(s), chairs, tents, 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.

2009 Farmville Dogwood Festival

Arts & Crafts Vendor - Festival Information & General Policies

Continued

6. 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.

7. Check-in procedures, maps, and other information will be mailed to you prior to the event.

8. Applications will be accepted through April 15, 2009, or until all spaces have been filled.

3. No utilities will be available inside the tent and portable generators are not permitted.

11. 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.

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

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@farmville-nc.com

Website: www.farmville-nc.com

**2009 Farmville Dogwood Festival
Arts & Crafts Applications
P. O. Box 86 Farmville, NC 27828-0086**

ARTS & CRAFTS EXHIBITOR APPLICATION

1. NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: (____) _____

MOBILE TELEPHONE NUMBER: (____) _____

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

2. Please **submit photos of pieces that you are creating.** (for first time attendees)

3. Please describe the art/craft you plan to exhibit: _____

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

4. Will you demonstrate your craft during the Festival? Yes _____ No _____

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 to have them answered 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.