



The 35th Annual Fayetteville Dogwood Festival
April 28 – April 30, 2017

VENDOR APPLICATION FORM – DEADLINE February 9, 2017

(Please print all information. We can not process non-legible applications)

Date of Application: _____ How did you hear about our festival: _____

Please check one: New Vendor Past Vendor *Most recent year* _____

Booth Name: _____

Exhibitor Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Alternate Phone: _____

E-mail address: _____

NC Department of Revenue Sales & Use Tax ID Number: _____

of booths you are interested in : _____

BOOTH: Booth Size: **10' wide by 10' deep**

Rent: Total booth rent will be required at the time of your contract with the Festival

➤ Only the \$25 non-refundable processing fee is due now. This fee is in addition to the booth rental fee. Make checks payable to the Fayetteville Dogwood Festival.

➤ For the convenience of our Festival's patrons, we are highly encouraging our craft and commercial vendors to accept credit and debit cards.

Please specify the size booth area you wish to rent: (see descriptions & qualifications below)

- Arts & Crafts..... \$ 175.00 (10' x 10')
 - Commercial \$ 300.00 (10' x 10') – *No Catalog sales *see below*
 - Prepackaged food..... \$ 300.00 (10' x 10')
 - Non-Profit Information \$ 100.00 (10' x 10') Local charities only. The Festival will limit the number of non-profit spaces to 5% of the total number of accepted vendors on Hay/Ray streets, not to exceed six.
 - *Juried Arts & Crafts Booth \$ 200.00 (10' x 10')
- * Cash prize for Best Booth Design, Best Craft Design & Best of Festival. All selected vendors will be placed together in a designated area

***PLEASE NOTE:** We do not accept catalog, independent or home based consultant sales such as but not limited to: 31 Bags, Scentsy, Avon, Pampered Chef, Silpada, LuLaRoe or Cookie Lee Jewelry. Please contact DWF office for further clarification if needed.

Electricity: Is available on a limited basis with 20 amp maximum for a \$25 fee. You must indicate on this application if you need electricity—it is NOT available at check-in. No generators allowed.

Do you need electricity? Yes (\$25 - include with booth rental fee) No

All equipment, inventory and personnel must stay within the designated space.

APPLICATIONS ARE NOT ACCEPTED WITHOUT PHOTOS! DEADLINE 2-9-17 – 5 PM – NO EXCEPTIONS

Arts & Crafts: All items must be hand-crafted, original design made by the exhibitor, authentic antiques (NO REPRODUCTIONS), original visual art, photography, graphics & fabric art, hand-crafted originals in wood, leather or metal, hand made pottery, sculptures and ceramics, hand woven baskets (NO KITS), and hand-made jewelry.

Commercial Vendors: A limited number of quality commercial items are accepted. We are not accepting vendors whose primary business is through catalog or online sales.

Non-Profit Information: Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services. NO HANDING OUT OR GIVING AWAY FOOD OR BEVERAGE OF ANY KIND. Must include samples of printed literature/materials with application. Only a limited amount of spaces are available and intended for local non-profits. Selection will be made by lottery after the application deadline has passed. Non profit status/designation is required. Sharing booth space with other agencies is not allowed.

MERCHANDISE TO BE SOLD: All applications go through a selection process and we do our best to ensure that each booth is offering unique items. **EXHIBITORS MAY BE ASKED TO REMOVE ITEMS NOT APPROVED. Please be specific in listing all items you intend to sell** (i.e. Children’s clothes, handcrafted birdhouses, painted glassware, garden flags, hand poured candles). Exhibitor selections are based upon this information and **any changes must be approved 30 days prior to the show (March 24, 2017)**. In an effort to better serve our community with variety during the show, we will forward a complete list of the **specific** items that have been approved to be sold (along with any items that were not) from the **detailed** list that you provide to us along with your contract. **Please refrain from using words like misc., etc., or other generic words to describe your items.** Attach an extra sheet if more space is needed. _____

How long does it take to set up your booth? _____

How many and what type of vehicles are involved in your load-in/set up process? _____

Price range for all items intended to be sold: \$ _____

PICTURES: Color photographs of merchandise and booth setup must be included with all applications, even if you have been a past vendor. Include individual photos of the different types of items you sell; booth setup photos must show views from the front and each side. Size no smaller than 4x6. **Applications will not be considered without pictures.** The Fayetteville Dogwood Festival, Inc. will be unable to return your pictures. All pictures and product samples received become property of the Fayetteville Dogwood Festival, Inc.

OTHER SHOWS PARTICIPATED IN: _____

CATEGORY: Please check the category/categories that best describes your booth.

- | | | |
|--|--|---|
| <input type="checkbox"/> Handmade pottery | <input type="checkbox"/> Food Specialties/Wine | <input type="checkbox"/> Other _____

_____ |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Household accents | |
| <input type="checkbox"/> Antiques, collectibles | <input type="checkbox"/> Floral accents | |
| Handcrafted originals in leather, metal, or wood | <input type="checkbox"/> Fabric art | |
| <input type="checkbox"/> Sculptures, ceramics | <input type="checkbox"/> Handbags/Purses | |
| <input type="checkbox"/> Children’s Items | Original visual art | |
| <input type="checkbox"/> Sports related items | Clothing - Adult or Children | |
| Garden/Outdoor accents | Glassware | |

DEADLINE: February 9, 2017 – All applications must be received by the Festival office no later than 5 PM

RETURN THIS APPLICATION, PHOTOS, SELF ADDRESSED STAMPED ENVELOPE AND PROCESSING FEE TO:

Mail: Fayetteville Dogwood Festival
Vendor Committee
PO Box 1321
Fayetteville, NC 28302

E-mail: ssuggs@faydogwoodfestival.com

THIS IS AN APPLICATION AND **NOT A CONTRACT**. COMPLETING THIS APPLICATION DOES NOT MEAN AUTOMATIC ACCEPTANCE INTO THE FESTIVAL. THE FAYETTEVILLE DOGWOOD FESTIVAL, INC. RESERVES THE RIGHT TO DECIDE WHICH APPLICATIONS TO ACCEPT. YOU WILL BE NOTIFIED BY MAIL OF THE DECISION OF THE SELECTION COMMITTEE CONCERNING YOUR APPLICATION ON OR BEFORE THE 2ND WEEK OF MARCH. **ONCE A CONTRACT IS SIGNED AND RETURNED TO THE FESTIVAL OFFICE, THIS APPLICATION WILL BECOME PART OF THE CONTRACT AND IS BINDING.** SIGNING BELOW ACKNOWLEDGES YOUR ACCEPTANCE OF THE ABOVE CONDITIONS. **APPLICATIONS MUST BE SIGNED AND DATED.**

APPLICANT'S SIGNATURE

DATE

**APPLICATIONS ARE NOT ACCEPTED WITHOUT PHOTOS!
DEADLINE 2-9-17 – 5 PM – NO EXCEPTIONS**

Vendor Application Check List

Incomplete applications will be returned.

Did you include.....

- Completed and signed application
- Payment - \$25.00 Non-refundable processing fee
- Self-addressed stamped envelope
- List of items with prices
- Photos – 4 x6 color
- Electrical request

If not - your application will not be accepted!

Applications must be received by February 9, 2017. This does not mean post marked – must be in our office on the 9th by 5PM. NO EXCEPTIONS!

