



## **Sponsor Publicity:**

To assure that your sponsorship is given the proper recognition, we need an electronic copy of your logo and a short description of your business/organization to include on our website and in our materials.

**Electronic logo** emailed to the Sponsor Coordinator: [Michael@bigbizbox.com](mailto:Michael@bigbizbox.com)

To ensure the correct logo is used, please provide both a color and black & white version.

Date sent: \_\_\_\_\_

## **Festival Sponsor Booth:** (Note – sponsors may not donate their space to others.)



✓ **Check one:**

**No thank you, we do not want a booth at the festival.**

**Yes, we want to have a booth at the festival - must complete Page 2 & 3.**

### **Booth Size:** (see #7 on page 4)

Single (15' wide x 12' deep) - regular booth, included with fee

Double (30' wide x 12' deep) - Add \$150

Triple (45' wide x 12' deep) - Add \$225

### **Booth Utilities:**

Limited water and electricity are available for vendors and will be considered on as-needed-basis.

Prefer to use own generator (see note below)

Request electricity access (one 110 v outlet)

Request electrical 240 access (one 240v outlet)

Request water access (one faucet)

Will you bring a tent to use?  No  Yes

(only 10x10 tents allowed, must be weighted down)

**Note:** Due to many entertainment stages, generators are not allowed near stages. We do have a few areas generators are allowed, but they must be preapproved.

**Insurance** – Each booth must provide their own insurance to cover sales, products and operations. (see #8, pg 4)

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

**NC Sales Tax ID Number:** \_\_\_\_\_

(see #9, pg 4)

**Drop off location:** 120 Goldsboro Street South, Wilson, NC - downtown  
(shared office space with Haley's Dress shop)

**Mail application and payment to:** NC Whirligig Festival, PO Box 2124,  
Wilson, NC 27894

**Email:** [info@WhirligigFestivalNC.org](mailto:info@WhirligigFestivalNC.org)

**Website:** [www.WhirligigFestivalNC.org](http://www.WhirligigFestivalNC.org)

### **For Festival Office Use Only:**

Received Date: \_\_\_\_\_

Payment: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Submitted for Committee Review: \_\_\_\_\_

Accepted  Declined

Conditional: \_\_\_\_\_

Confirmation sent: \_\_\_\_\_

Utilities Granted?

Water

Electrical  110v  240v

Booth Assignment # : \_\_\_\_\_

Notes:

# 2019 Whirligig Festival

## Sponsor Booth - Part B – Tell us More!



**Vendor Name:** \_\_\_\_\_

(Please provide the Booth Name you would like printed in materials and listed on website)

**Booth Items** - Enclose a photograph of the items or description of items for sale or giveaways at your booth.

\_\_\_\_\_

**Sponsor Interactions & Booth Display:**

The goal of the festival is to connect Sponsors to potential clientele by providing opportunities for interactions. Please share how you prefer to be involved in the festival activities. The festival also strives to avoid duplication at booths. We need to insure activities, handouts, giveaways, etc.. do not conflict with other participating vendors. To assist all vendors in being successful, please provide a description of your booth's activity, service or demonstrations planned:

\_\_\_\_\_

**Special Requests or Needs:**

We want to provide the best interaction with the festival attendees that is possible. And, to do so, we understand sometimes Sponsors need extra room or accommodations outside the typical booth display. Please let us know of any specific needs or logistical set up requirements that you may need to interact with your clientele. While we cannot guarantee everything is possible, we will do our best to help make your festival experience top notch.

\_\_\_\_\_

**Sponsor Reminders –**

- The goal of Sponsor booths is to connect Sponsors to potential clientele by providing opportunities for interactions.
- Sponsors may not transfer their booth to other organizations or businesses. And, may not include secondary business or vending by family or friends. Any secondary or additional businesses must submit a separate vendor application.
- Any changes to the festival activities, as outlined above, must be approved by the Festival Director as to not overlap or conflict with other festival plans.
- The festival works with Sponsors and is as flexible as possible to allow for creativity and increased interactions.
- All Sponsors with a booth display must follow the outlined festival load in, set up and break down procedures in the same fashion as all other vendors. Policies and procedures during the festival apply to Sponsor booth as well.

*Festival Policies:*

\_\_\_\_\_ I have reviewed the **NC Whirligig Festival** booth policies and procedures and agree to abide by the  
initial policies as outlined, including that the festival is held rain or shine and that booth fees are non-refundable.

\_\_\_\_\_ I understand as a vendor of the festival that I am a representative of the festival and will act as a  
initial example to the community. I understand that I am vending at my own risk and I agree to be responsible for my own safety, protection of belongings and actions. I further agree to indemnify and hold harmless the Whirligig Festival organizers, City of Wilson, and any persons holding legal title to the lands upon which this event is being held, from any claims arising from my participation as a vendor in this festival.

## NC Whirligig Festival Vendor Policies – Print and keep a copy of this application for your records.

1. Once a booth application and associated fees are submitted, it will be reviewed by the designated category Vendor Chair. Upon approval, the vendor will be contacted. Any vendor application that is denied or once the festival is full, will have their application fee returned.
2. Once accepted into the festival, fees are non-refundable. The Whirligig Festival is a rain or shine event.
3. Only registered booth participants will be permitted to conduct business during the Whirligig Festival.
4. Vendors may only sell items in their approved category. *For example:* Arts & Crafts may not sell food items.
5. A 5lb ABC fire extinguisher with a current service tag must be on location for all vendors.
6. It is against NC Fire Code regulations for a vendor to extend past the outlined measurements. Vendors may not exceed the limits of their rented booth space including tent, display rack and storage of materials.
7. Space is a premium in the festival zone. If vendors need more space than the assigned single booth of 15' wide x 12' deep, they will need to purchase a double or triple space. Vendors may not purchase 2 separate single booth spaces.
8. Vendors must obtain their own insurance coverage for sales, products, operation, property damage and personal injury arising as a result of the vendor's action.
9. Vendors must have a NC Sales Tax Number which can be purchased from a NC State Revenue office. Vendors are responsible for the licenses and taxes related to their sales.
10. Vendors are responsible for having their own insurance. The festival will not be held liable for any damages to you, your merchandise, your display or equipment. If you do not have insurance, you can inquire with your home owners or local agency. If you choose not to have insurance, you do so at your own risk. The festival cannot be held liable.
11. If your booth requires power, it will be considered on a first-come, first-served basis. If approved, you must remain within the specified wattage limits. If you exceed and blow circuits, your booth will be shut down. We cannot jeopardize power throughout the festival zone. Please be exact and knowledgeable about your electrical needs. You must provide your own heavy duty power cords. We recommend 300' minimum cord and to label your electric cord with your Vendor name. Electricians are on hand to assist with simple power issues. They may not make adjustments to a vendor's equipment. Neither the City of Wilson nor the festival are responsible for power surges or damage to vendor equipment due to power issues.
12. If your booth requires water, it will be considered on a first-come, first-served basis. If you are granted the use of water, you must provide your own heavy duty, approved, water hose. We recommend 100' minimum & label your hose. Food vendors will need to provide their own cross connection device (i.e. back flow prevention device) as required by the health department.
13. Clean up and break down – the City of Wilson will provide trash receptacle throughout the festival. Vendors may use these for general trash only. Food Vendor liquid waste must be disposed only in the identified waste location. All vendors are required to arrange their own grease disposal. Any vendor violating these procedures will be fined by the City and/or County of Wilson and will not be allowed to return to the festival.
14. Prices of items for sale must be posted and visible to the public. The Whirligig Festival Vendor Committee will check your posted items against the items on your festival application. Vendors selling unapproved items or inflated prices will immediately be shut down.
15. Vendors may bring their own tents, displays and storage racks. For a single booth space a 10 x10 ft will fit. All materials must fit within the rented booth space and must be weighed down. November is a windy month. This is a safety issue.
16. Generators are mostly prohibited. We have designated areas where they are allowed. Must be pre-approved.
17. The total amount of the application fee is due at the time of application. Deposits or portions of fees will not be accepted. Refunds will only be issued if the application is not accepted. A \$25.00 fee will be charged for all returned checks.
18. Please be aware that load-in and breakdown are very hectic. Load-in and break down traffic will be directed by Festival Officers. Volunteers will be available to help you unload your vehicles. Load in time does not include set up. Load in is strictly for unloading of supplies. Once materials are unloaded, your vehicle must be moved to the parking area. The same applies to break down. No vehicles are allowed to be parked next to booth area. All parking is located outside the festival zone.
19. Booth structures may remain in place on Saturday night, for Sunday usage. However, it is recommended all merchandise, products and items of worth are stored in a locked vehicle or trailer overnight. Wilson Police will patrol the area and traffic will not be allowed to pass thru the streets over night, but security cannot be provided for individual booths.
20. Illegal paraphernalia cannot be sold or displayed at the festival.
21. Shouting or sales "barking" at festival attendees is discouraged. You may not interfere with the operation of other booths.
22. Security for your merchandise, booth and property are your responsibility. Please be watchful.
23. Print and save a copy of this application for your records.

**Policy acceptance** - *I have reviewed the NC Whirligig Festival vendor booth policies and agree to abide by what has been outlined. I understand as a vendor of the festival that I am a representative of the festival and will act as a good example to the community. I understand that I am vending at my own risk and I agree to be responsible for my own safety, protection of belongings and actions. I further agree to indemnify and hold harmless the NC Whirligig Festival organizers, City of Wilson, and any persons holding legal title to the lands upon which this event is being held, from any claims arising from my participation as a vendor in this festival. I understand once accepted into the festival, my application fee is non-refundable.*

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