

2017 HerbFest Food and Craft Vendor Application

Event Schedule: Rain or Shine

April 21-23 & 28-30

Friday-Saturday 9:00 am to 6:00 pm

Sunday 10:00 am to 4:00 pm

Schedule of Fees

Exhibit Fees:

Outdoors:

3 Days April 21-23 \$75.00

3 Days April 28-30 \$75.00

Food Vendor Fees:

3 Days April 21-23 \$125.00

3 Days April 28-30 \$125.00

Other Fees:

1 Table/2 folding chairs:

3 Days \$ 30.00

Non-Profit Organizations:

Non-Profit Organizations (501c3) may participate upon approval at a reduced price as follows:

3 Days April 21-23 \$ 50.00

3 Days April 28-30 \$ 50.00

Selection:

All food/craft vendors must reflect the theme of the HerbFest which is herbs, perennials, gardening, nature, cooking, and a healthy lifestyle. Applications are being accepted now and should be submitted before **March 31, 2017**. Applications are juried as they arrive, and applicants can expect a response within 2 weeks of submission. Pictures are not returned. The balance of the vendor fee is due by **April 1, 2017**. **If submitting an application late, please submit the entire vendor fee.** Do not send cash. If an application is not accepted, your check will be returned. No refunds to selected applicants.

Booth

The standard booth size is 10' x 10'. Each vendor will be expected to keep their operation within those bounds. If additional space is needed, please indicate that in the application and multiply the booth fees by the number required.

Each vendor is responsible for providing tents, canopies and all other materials to display their products.

Limited electricity is available. Please see "Electricity" section. Chairs and tables are available for rent for an additional fee.

Appearance: Please submit a photo of your booth exactly as it will appear at the HerbFest.

Personnel: Participating vendors shall provide adequate personnel for all operating hours of the HerbFest.

Setup and Removal: Vendors may arrive Thursdays between Noon and 5 pm for setup or can wait until Friday am. Tear down may begin after the HerbFest closes at 4 pm on Sundays.

Weather

HerbFest is a Spring Festival that operates rain or shine. Please be prepared for inclement weather.

Electricity

HerbFest has limited electrical capacity for vendors. In your application, please indicate specifically what electrical devices you will be using and what amperage/wattage you will need. We will contact you and let you know if we can meet your needs. The fees are listed on the application and are an additional \$30.00 per day.

Food Vendors

All food vendors must comply with Wake County Health Regulations. You must make prior arrangement for all certificates and inspections, if needed. The Wake County Health Department's phone number is 919-856-7400 or www.wake.gov.com - click on Food Safety and Facility Inspections.

Insurance/Liability: All food vendors must submit a current Certificate of Liability Insurance covering the dates of their participation in HerbFest and listing the Graham Johnson Cultural Arts Endowment as additional named insured.

Please attach pictures of your booth from other shows you have participated in and/or products you plan to merchandise and sell at HerbFest.

Vendors are required to comply with all local ordinances and regulations. Food vendors are required to comply with existing health regulations.

Set up Thursday between Noon and 5pm or Friday before 9:00 am.

Refunds:

Refunds will only be allowed up to 2 weeks before the HerbFest begins. After that no refunds. We turn away vendors when we are full and can not fill the space if we only have two weeks or less to do so. No exceptions.

A minimum 50% deposit is required with the application.

Please mail application and make check payable to:

GJCAE,

P. O. Box 1289,

Wake Forest, NC 27588.

Please see www.herbfest.net to view HerbFest 2017 attractions as they are added. Acceptance and confirmation will be sent via email.

Applicant's signature

Date

{P.O. Box 1289, Wake Forest, N.C. 27588}