

2018 Albemarle Master Gardener Spring Garden Show
VENDOR INFO

Plans for the Annual Albemarle Master Gardener Spring Garden Show are *well* underway. The show will be held Saturday, April 28, 2018 at the Perquimans County Recreation Center in Hertford on Granby just off Harvey Point Rd. This is the only event of its kind in the tri-county area.

People attend the show to purchase goods and to meet experts in the field and ask questions. This event will be a great opportunity for you to bring new and exciting products to the consumer. Shoppers will be looking for a variety of items such as garden furniture, plants of all sorts, garden arts and crafts, tools and more. Please keep young gardeners in your thoughts also.

Our theme for this year's show is "Through A Garden Gate"! The show will include exhibit gardens with a strong appeal to gardeners of today. The vendor section will have over 40 booth spaces offering products and services. Demonstrations and hands-on projects will provide an educational draw to the event. Youth activities will both entertain and educate children in garden related themes.

This event is hosted by the Chowan, Gates & Perquimans County Extension Master Gardeners. This organization is devoted to educating the public in the field of consumer horticulture. Our trained staff and volunteers provide educational assistance to people concerning lawns, fruits, vegetables, ornamental trees and shrubs and other horticulture issues. Proceeds support an area scholarship for students who plan to study or are currently studying in a horticulture, agriculture, or related field.

Publicity, advertising and promoting! The show is listed in gardening journals, newsletters, posters, radio, online and newspapers.

Early registration is advisable as space is limited.

Please do not hesitate to contact the Chowan County Extension Office at **252-482-6585** if you have any questions or comments about the show. We want to make this a pleasurable event for everyone involved.

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VENDOR RULES & REGULATIONS

Please take the time to familiarize yourself with the rules and regulations below. Your cooperation is appreciated. We look forward to seeing you.

TYPES OF CONTRACTS: VENDORS: Anyone selling merchandise, food, etc... **EDUCATIONAL:** Anyone providing education/pamphlets on garden related topic. **ADVERTISING:** Anyone wishing to advertise their business.

SET UP TIMES: Preferably between 2pm - 4:30pm on Friday, 4/27/18 and if necessary 8am - 9am on Saturday, 4/28/18.

LOADING AND PARKING: Check in upon arrival. Do not block doors, loading area or any access with vehicles (cars, trucks, trailers, etc.). Please be prepared to transport your goods from the parking lot to the building. Vendors and Exhibitors will need to park to the rear of the parking lot.

ADVERTISING: Ads may be submitted either as a hard copy or digitally as a PDF. If submitting a hard copy or business card, it must be camera ready and in correct size format. If submitting digitally, please forward ad to kgshook@ncsu.edu. It must be submitted at the time of application with payment.

VENDOR / EXHIBITORS RESPONSIBILITIES: THE CONTRACT SHOULD BE RETURNED WITH PAYMENT BY MARCH 22, 2018. Vendors / Exhibitors are liable for delivery, handling, setup and removal of their display and materials. **Vendors are required to supply chairs and tables, which must be skirted.** Waterproof covering must be provided if you are selling plants. All booths / vendors / exhibits must be set up and ready for business by 9am. Promotional material is permitted within the vendor booth only – not on walls. Take down will be from 3pm to 4pm Saturday at end of show. **UNDER NO CIRCUMSTANCES SHALL ANY VENDOR/EXHIBITOR/EDUCATOR START PACKING UP OR LEAVE BEFORE 3PM.**

REFUNDS: In order to receive refunds for booth spaces, a request must be postmarked by March 16, 2018. Show management reserves the right to approve all refunds.

ELIGIBILITY: Eligible exhibits include all products or services related to the flower and garden industry. Show management reserves the right to accept other types of exhibits or vendors including food specialties, educational exhibits, local merchandise, etc. We reserve the right to remove any vendors / exhibitors from the event if it is determined they have not conformed to the rules and regulations of this contract.

BOOTH SPECIFICATIONS / ASSIGNMENTS: Spaces are generally 9' wide x 8' deep depending on the location in the facility. Each space will hold only one standard table. Booth locations will be assigned in accordance with the best interest of the event for which management reserves sole discretion. More than one space may be rented by a vendor not to exceed four spaces. Other services are available on a limited basis such as electricity but must be indicated on the application form. Anyone requesting electricity must provide their own electrical cords. Request for specific spaces may be submitted in writing and will be assigned in the order they are received. **We suggest you lay out your booth prior to the date of show to be sure your space request meets your needs. Vendor supplies table and/or chair(s), if needed.**

Educational booths are not permitted to conduct any sales, orders, or solicitations.

We look forward to working with and showcasing your business. We do not anticipate any problems. We make these rules only to remain efficient and have a successful show.

If you have any questions, comments, needs or special requests please contact 252-482-6585.

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VENDOR DONATIONS & VENDOR ADVERTISING

Proceeds from this event are placed in a scholarship fund for local students. Attended by 550 to 650 people from a large area, there is no admission fee charged. Offered are a wide variety of vendors, fun & educational children's programs, plant sales, *Ask a Master Gardener* and other educational exhibitors, plus raffles and drawings. Profit for the scholarship fund is made solely on vendor fees, raffle proceeds, plant sales, donations and ads purchased in our program.

Please consider a donation of items or gift certificates for our raffle, and placing an ad in our program brochure.

NAME: _____ EMAIL: _____

RAFFLE DONATIONS

The show includes a raffle table where the general public can purchase tickets for different prizes. We would appreciate you making a donation for this event.

Please submit this form with your vendor application or donation and supply your business card with the item so we can acknowledge your gift.

Yes, I will donate a prize for your garden show.

My donation will be _____

ADVERTISING

The printed program will include a schedule of events, list of vendors and garden exhibitors, and raffle contributors among other information. Please consider placing an ad in our program. It is another avenue for you to reach the public through the Albemarle Spring Garden Show.

Ads may be submitted either as a hard copy or digitally as a PDF. If submitting a hard copy or business card, it must be camera ready and in correct size format – address below. If submitting digitally, please forward ad to kgshook@ncsu.edu. **Ads and fees must be received by March 22, 2018** or they will not be published.

Checks made payable to Chowan, Gates & Perquimans Volunteer Master Gardeners.
Send to Albemarle Master Gardener Spring Garden Show, 730 N. Granville St., Suite A, Edenton, NC 27932

<input type="checkbox"/> Standard Business card	\$15.00 (Non-Vendor)	\$10.00 (Vendor Pricing)
<input type="checkbox"/> Half Page	\$30.00	\$25.00
<input type="checkbox"/> Full Page	\$60.00	\$50.00

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VENDOR APPLICATION CONTRACT

LOCATION: Perquimans County Recreation Center, 310 Granby St, Hertford, NC 27944

SHOW DATE / HOURS: Saturday, April 28, 2018 From 9am to 3pm

SET UP DATE / HOURS: Friday, April 27, 2018 From 2pm to 4:30pm (preferred)

Saturday, April 28, 2018 From 8am to 9am

Mail Application / Contract to :

Albemarle Master Gardener Spring Garden Show

730 N. Granville, Suite A, Edenton, NC 27932

Make Checks Payable to: Chowan, Gates & Perquimans Volunteer Master Gardeners

(Application and contract must be accompanied by full payment of fees by March 22, 2018)

COMPANY NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: DAY () _____ CELL () _____ FAX () _____

EMAIL ADDRESS: _____

TYPE OF CONTRACT (please check)

VENDOR BOOTH EDUCATIONAL BOOTH EDUCATIONAL DISPLAY

DESCRIPTION OF PRODUCT LINE OR THEME:

NUMBER OF BOOTHS NEEDED

# booths	9' x 8' space(s)	\$40.00 each \$50.00 after deadline	\$	
		DEADLINE March 22, 2018		
1	9' x 8' space	(1 space -- fee waived for educational only)	Check here	

EXTRA SERVICES AVAILABLE

	ELECTRIC (available on a limited basis)	\$10.00	\$	
Total			\$	

I will donate a door prize for your Spring Garden Show (See attached form) Yes No

I will advertise in your Spring Garden Show Program (**SEE VENDOR SPECIAL PRICING**) Yes No

I/We hereby apply for booth space in the 2018 Albemarle Master Gardener Spring Garden Show. I/We agree to abide by the rules and regulations contained within this contract. I/We have read the rules and regulations and understand them clearly. When applicable, as Educational or Garden Display, I/We will not sell merchandise or take orders at the show.

Signature: _____ Date: _____