



Vendor Information and Guidelines

Event Date: Saturday, September 23, 2023

Vendor set up 7am-9am

Vendor take down 4pm-5pm

ABOUT THE EVENT: This is a family friendly event hosted by the Union County Extension Master Gardener Volunteers (UCEMGV). The mission is to provide an entertaining, interactive, educational day of fun focused on the natural environment and the local community. It is our wish that all vendors engage and educate the public, and that arts and craft vendors demonstrate their crafts to the extent possible and provide attendees with information and inspiration!

LOCATION & HOURS: The UC Agricultural and Event Center, 3230 Presson Road, Monroe, NC 28112. The event hours are **9am to 4pm, RAIN or SHINE!** Yes, we've put in an order for Shine, but you never know! Vendor set up is 7am to 9am, vendor break down is 4pm to 5pm.

VENDOR PACKET: This will be emailed to you no later than Friday, September 15, and will include your booth space number and location, a map of the festival, and other helpful information.

WHEN YOU ARRIVE: From Highway 74, pull onto Presson Road and look for Volunteers and signs to direct you to the back of the building. A Volunteer will meet you at the entrance to the back parking lot and direct you to your space. Please make sure everyone coming to help you knows the name of your booth and whether inside or outside. All vendor traffic will go in one direction. If your booth is outside, you can pull up beside your space, unload your vehicle, go park, then return to your booth to set up. If your booth is inside you can pull up near the back doors to unload. If you have a lot of stuff, please bring a trolley. You will unload, go and park, then return to set up your booth. Please do this quickly to make room for the next vendor to unload. We will try to have some helping hands and carts available.

OUTSIDE BOOTH SPACES (12'x10') **We DO NOT provide a tent** and recommend that you bring a tent. If you do bring a tent, **you must bring weights and a way of securing them to the tent.** You may use the stakes that come with the tent, but that is not enough. Each corner of the tent must be anchored by a 40 lb. weight (lots of weight options and suggestions on line). Yes, we have seen our share of tents taking flight; it's not pretty! Please also be prepared to protect your products and exhibits in case of inclement weather (wind, rain, heat), by bringing tarps, paper-weights, etc.

Please bring a table and chairs if needed and make sure your display fits within your booth space and doesn't encroach on your neighbors.

INSIDE BOOTH SPACES: An 8' table and 2 chairs are provided with each space. HALLWAY spaces are approximately 8'x6'. BALLROOM spaces are 10'x10', and you may bring an additional table or shelving to fit within your booth space.



ELECTRICITY: If you have requested electricity, you must provide your own extension cords.

PARKING: All Vendor parking has been moved to the Special Events Center parking lot. Tram service will be available all day. There are signs indicating 'Vendor/Exhibitor Parking'. Please follow directions of signage and the parking monitor. We ask that you park in this area to free up parking space in the back parking lot for attendees. The Vendor Parking Area will be closed off at 9am for the safety of attendees, volunteers and other vendors. We ask that you not move your vehicle until after 4pm. If you have an emergency, please alert someone at the Heritage Hall Hospitality Room or the Information tent. We will help you.

BREAK DOWN: Please be considerate of other vendors, event organizers and festival attendees and **do not begin to break down your booth until the show is over at 4pm.** Just one vendor packing up early gives the impression that the event is closing. Pack up and organize your booth items before going to retrieve your vehicle. Vendors are responsible for their own clean-up and trash collecting. Trash barrels will be located around the campus.

MORE!

- ◆ Complimentary coffee and donuts for vendors will be located in Heritage Hall Hospitality Room between 8am and 10am, while supplies last.
- ◆ Volunteers will stop by your booth during the day with complimentary water.
- ◆ There will be food vendors on site if you get hungry for lunch.
- ◆ Restrooms available inside Ag Center.
- ◆ Volunteers are available to sit at your booth if you need a break.
- ◆ A complimentary raffle ticket will be delivered to your booth. Raffle is located in Ballroom B.

FIRST AID/LOST & FOUND/QUESTIONS: Go to the Information Booth!!

Send questions to UCHFVendors@gmail.com

We appreciate your cooperation. Thank you for being a part of the Union County Heritage Festival!



NC STATE EXTENSION
Master Gardener | Union County
Volunteer Association

NC State University and N.C. A&T State University are collectively committed to positive action to secure equal opportunity and prohibit discrimination and harassment regardless of race, color, national origin, religion, political beliefs, family and marital status, sex, age, veteran status, sexual identity, sexual orientation, genetic information, or disability. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.