



## Vendor Information and Guidelines

**Saturday, September 17, 2022**

**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 9, 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 follow the signs around 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 recommend 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.

If you are 'renting' a table and chairs from us for the day, they will be delivered to your booth space Saturday morning. You may bring your own tables or shelving, as long as 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 10'x10' space.



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

***Vendor Info and Guidelines Continued...***

**PARKING:** Vendor parking is in the front field at the side of the Ag Center, and just a short walk back to your booth. 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 let someone at the Information tent know. We will help you. If you have helpers who arrive after 9am or who need to leave before 4pm, please ask them to park in the back parking lot on the farthest row to the back.

**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 located outside the back entrance of Ag Center between 7 and 9am while they last.
- ◆ Volunteers will stop by your booth during the day with complimentary waters.
- ◆ 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 C.

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

**Other questions, contact:** Amanda Kurtz at 704-254-7257 or [UCHFVendors@gmail.com](mailto: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.