



# 2018 ACTIVITY VENDOR APPLICATION



## FESTIVAL DATE

**April 14, 2018**

**10AM-7PM**

Arts street festival, music & more

**Uptown Greenville  
North Carolina**

7AM-9:30AM Vendor Set Up

(Vehicles must be out of festival site by 9AM)

## EARLY APPLICATION DEADLINE

November 8, 2017

## FINAL APPLICATION DEADLINE

February 1, 2018 (postmarked by February 1, 2018)



@piratefestnc



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Visit Our Website  
[www.piratefestnc.com](http://www.piratefestnc.com)

## WHAT'S PIRATEFEST?

A large outdoor cultural celebration offering fun, food, art, and entertainment for everybody with more than 30,000 attendees annually.

## ARTS & TREASURE ISLE

### Juried Fine Arts Area

This area will showcase beautiful one-of-a-kind art available from more than 40 exhibiting artists including mediums of all types – pottery, jewelry, wood, painting, and more! Bring your doubloons!

## CAPTAIN'S MARKET

This area will be located on Town Common. This Market will allow attendees to become a pirate with its abundance of Pirate Wearables and Sellables.

## FOOD VENDOR AREAS

This year, food vendors will be placed in groupings throughout the festival.

## BUCCANEER BASH STAGE

Enjoy a day full of music at the Buccaneer Bash Stage as well as beer, wine, and other refreshments in the nearby Grog Garden.

## PIRATES

Roving Pirate Entertainers and visiting Pirate groups will be with us during the day, sharing their artistry in the form of song, storytelling, swordplay and dress. Though some of them are scheduled to perform at the festival's soundstages, much of their time will be spent roaming the streets of Greenville, and interacting with our guests! Bring your camera! They love to have their picture taken!



# 2018 ACTIVITY VENDOR APPLICATION RULES & REGULATIONS

## PAYMENT INFO

- \$15 Application Fee is required by all applicants. Please note: This is a processing fee that is non-refundable.
- Make checks payable to "PirateFest"
- All checks will be deposited upon receipt. Refund checks will be distributed to vendors that are not accepted.
- Checks with insufficient funds are subject to a \$50 handling fee.
- Online applications & payments are available at [www.piratefestnc.com](http://www.piratefestnc.com)

## MAIL PAYMENT & APPLICATION TO:

### Attn: PirateFest

c/o Pitt County Arts Council at Emerge  
404 S. Evans Street  
Greenville, NC 27858

## FESTIVAL TIME & PLACE

PirateFest 2018 will be located along the streets in Uptown Greenville, North Carolina. The festival runs along Evans Street from Dickinson Avenue to 1st Street and onto Town Common near the river.

SET UP: 7-9:30AM (Vehicles must be out of festival site by 9AM)

HOURS OF OPERATION: 10AM-7PM

ARTS & TREASURE ISLE LOCATION:

Along Evans Street between Dickinson Avenue & 1st Street

BREAKDOWN: Begins at 7PM (vehicles may not enter festival site until 8PM)

## BOOTH SPACES

- Single booth spaces are 10' wide x 10' deep and will be located on Town Common.
- Booths are non transferable.
- Booth assignments: Logistics require that requests for corner booth spaces and electricity will be given first priority, followed by returning vendors for booth location, then other preferences will be considered. Limited corner spaces are available. Electricity is limited. \* Please, take note that this is an outdoor street festival.
- Set-up must be professional in appearance. Participants must stay in place until the end of the festival. All units must be of sound construction and must not obstruct others.

## EQUIPMENT

- Booth fees do NOT include tents, tables or chairs. Please, plan to bring your own. PirateFest asks that vendors use a 10'x10' tent when possible.
- Quiet generators are encouraged
- Please plan to have appropriate anchors/weights for your display in the event of wind.

## SELECTION & NOTIFICATION

- EARLY NOTIFICATION: Notification is sent to selected vendors applying before the early deadline date of Nov. 8 via email by Nov. 17th.
- FINAL DEADLINE: All applications are due by February 1st, 2018. Notification will be sent to selected vendors by February 16th, 2018 via email.
- Email [paula@pittcountyarts.org](mailto:paula@pittcountyarts.org) to be added to our email and mailing list to be contacted about future opportunities.

## RAINOUT PROCEDURE

- PirateFest is a rain or shine event! There is no rain date! vendors should be prepared to set up and exhibit in the case of light rain. In the event of heavy rain or inclement weather, the PirateFest Committee will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. No refunds are given in the event that the festival is canceled due to inclement weather or in the event that an artist decides not to participate. Should an artist decide to pack up or leave prior to the end of the festival has been declared, that artist may jeopardize future participation in PirateFest.

## REFUND POLICY

- We understand that circumstances may require accepted PirateFest vendors to withdraw from the festival after being accepted. Vendors will be refunded their booth fees (minus a \$30 processing fee) if you notify the Pitt County Arts Council at Emerge in writing by February 1, 2018. After this date, no refunds will be given. Application fees are non-refundable.





# 2018 ACTIVITY VENDOR APPLICATION RULES & REGULATIONS (CONTINUED)

## GUIDELINES

- Booths may not be transferred.
- The applying vendors must maintain and accompany their booth at the festival.
- All vendors must submit an application, images of booth set up (digital images), and the appropriate fees. Please note that PirateFest may use images for marketing purposes.
- All vendors will be asked to supply a description of activity for marketing purposes.



## GENERAL SALE REQUIREMENTS

- Raffles, drawings, free activities, and contests must be pre-approved by the PirateFest Committee.
- Beverages, including bottled water, soda & food products cannot be sold or given away from the vendor's space unless purchased from PirateFest.
- All activities must be visibly priced.
- Vendors must remain in place until the end of the festival. No exceptions.
- The Activity Vendor application is for vendors who will be providing a service/activity for a fee. These vendors can include (but not limited to) facepainters, body art, games, etc.



## ENFORCEMENT

- Our staff visits all displays during the festival to ensure compliance with festival rules and regulations. It is our exclusive right and responsibility to remove a booth that is not in compliance. Non-compliance results in expulsion and ineligibility for future participation. Vendors must be at their booths during all hours of the festival. This is a rain or shine event and no refunds are given for cancellation due to weather. The decision to breakdown the festival due to weather is at the sole discretion of the PirateFest Committee. The PirateFest Committee has the right to remove any vendor from the festival for any reason.
- It is required that activities at PirateFest follow PirateFest guidelines and be consistent with the application images submitted by the artist. The PirateFest Committee and the Pitt County Arts Council at Emerge reserve the right to remove any service in question from the event, as well as the vendor, if PirateFest directions and policies are not followed. The removal of a vendor would result in the forfeit of all fees and future participation may be refused.





# 2018 ACTIVITY VENDOR APPLICATION

## CONTACT INFORMATION

First and Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Facebook or Instagram Handle: \_\_\_\_\_

Most recent year you had a booth at PirateFest: \_\_\_\_\_

Price range of activity: \_\_\_\_\_

Do you need water access?  Yes  No

Do you need electricity access?  Yes  No

Will you be using a generator?  Yes  No

Is your generator able to be placed away from your set-up?  Yes  No

Is your generator loud?  Very quiet  Light noise  Pretty loud  Really loud

Dimensions of your booth set up:  
\_\_\_\_\_ (front to back) x \_\_\_\_\_ (side to side)

## PUBLICITY INFORMATION

◦ To have the ability to best describe our vendors and craftspeople in printed media and publicity, we request that you write two or more sentences about yourself and your business. Also, please provide a brief description (six words or less) of the items to be sold at your booth. Please include 1-3 images of your booth and set up.

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## CRITERIA

- Vendors provide their own tables, chairs, display unit, and tent canopy.
- Vendors are required to remain in place all hours of the festival.
- All activities must be visibly priced.
- Beverages, including bottled water, and food products cannot be sold or given away from vendor's space.
- Booths may not be shared by more than two individuals.
- Raffles, drawings, free activities, and contests must be pre-approved by the PirateFest Committee.

## ADDITIONAL INFO

- Please read attached Rules & Regulations document prior to submitting to PirateFest.
- Vendor booth fee and application fee are due with submission of application. If not accepted, booth fees (application fee is not refundable) will be refunded.
- PirateFest is a rain or shine event.
- Estimated attendance for last year's festival was 30,000+.
- Booth Fees are refunded (minus a \$30 processing fee) if written cancellation is submitted to the Pitt County Arts Council at Emerge by February 1st.
- All checks will be deposited upon receipt.
- Checks returned for insufficient funds are subject to a \$50.00 handling fee.

## IMAGE SUBMISSION

- All vendors who are applying are required to submit a photo of set up and promotional images to [info@pittcountyarts.org](mailto:info@pittcountyarts.org). Please, send your images in a jpeg format at a resolution of 980 pixels by 1080 pixels. Please save your images in the format of "last-name\_firstname\_number".jpeg.
- \*Images are used for promotional material, if accepted. Please, make sure photos are professional in appearance.
- If you have been accepted to PirateFest before, you must re-submit photos of your work.

### GENERAL RELEASE LIABILITY AND WAIVER:

PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville assume no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges PirateFest, the Pitt County Arts Council at Emerge, and Uptown Greenville of any and all claims and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by PirateFest. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images and information herein submitted to PirateFest for publicity (both electronic and print usage) and documentation. I also hereby affirm that all items to be sold and exhibited in my booth space will be handcrafted by me. I have read and understand all information in this application and I agree to comply with all PirateFest rules and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION & BOOTH FEES

Booth Spaces are 10ft x 10ft and located on Town Common

(Please note – All checks will be deposited upon receipt. Refund checks will be issued for those vendors not accepted for PirateFest 2018. Application fees are non-refundable.)

### BOOTH OPTIONS (BOOTHS LOCATED BETWEEN DICKINSON AVENUE & TOWN COMMON)

- Single Booth Space (If you apply by Nov. 8th - \$120 / If you apply after Nov. 8th \$150)
- Double Booth Space (If you apply by Nov. 8th - \$215 / If you apply after Nov. 8th - \$265)

### CORNER & ELECTRICITY OPTIONS (LIMITED - EARLY APPLICATION ENCOURAGED)

Electricity 100v-20-amp outlet (Vendor must provide 100' extension cord)

- One Outlet (plug) \$50
- Corner Booth Space Fee \$30

### APPLICATION FEE

- Application Fee \$15 (Please Note: This is a processing fee required by all participants and is non-refundable)

### TOTAL APPLICATION/BOOTH FEES

\_\_\_\_\_  
\_\_\_\_\_  
+\$15  
\_\_\_\_\_

## CHECKLIST

- Complete the entire application and sign.
- Include payment for your application fee and booth fee. Be sure to include payment if applicable for corner spaces, electricity, etc.
- Make all checks payable to "PirateFest."
- Submit five digital images in the requested format.
- Be sure to read over the Rules & Regulations prior to submitting application.

## DIRECT ALL CORRESPONDENCE AND INQUIRIES TO:

PirateFest 2018 Entries

Pitt County Arts Council at Emerge

404 S. Evans St.

Greenville, North Carolina 27858

(252) 551-6947 or email [paula@pittcountyarts.org](mailto:paula@pittcountyarts.org)

Contact Person: Paula Rountree