



# 2018 NON-PROFIT APPLICATION



## FESTIVAL DATE

# April 14, 2018

## 10AM-7PM

Arts street festival, music & more

### Uptown Greenville North Carolina

7:00AM-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.

## 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!

## APPLICATION REQUIREMENTS

A limited number of booth spaces will be available within the festival for local non-profits. It is encouraged for non-profits to offer free activities at their booth space.



# 2018 NON-PROFIT 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 & payment 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

- Along Evans Street between Dickinson Avenue & 1st Street and onto Town Common will operate from 10AM-7PM.
- Breakdown in this area will begin at 7PM. Booths placed in this area will not be able to bring vehicles into the festival site until 8PM.

## SELECTION & NOTIFICATION

- EARLY NOTIFICATION: Notification is sent to selected vendors applying before the early deadline date of November 8, 2017 via email by November 17.
- FINAL DEADLINE: All applications are due by February 1, 2018. Notification will be sent to selected vendors by February 16, 2018 via email.

## BOOTH SPACES

- Booth spaces are 10' wide x 10' deep for artist, Captian's market and non-profit vendors.
- Non-Profit vendors will not have access to electricity.
- 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.
- Any Non-Profits selling food items must fill out Food Vendor application and pay Food Vendor fees.

## GENERAL 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.
- Distribution of literature or samples must be related to exhibit.
- Vendors must remain in place until the end of the festival.
- The East Carolina University name, official trademarks or any representation of the university on merchandise must be approved through the university's licensing office. Only officially licensed products of the university will be permitted with approval by the university or its licensing agency, The Collegiate Licensing Company.
- The sale of commercially printed t-shirts or t-shirt advertising products, businesses, etc. are not permitted. Official PirateFest t-shirts are the only t-shirts allowed for sale at the festival.

## EQUIPMENT

- Booth fees do NOT include tents, tables or chairs. Please plan to bring your own. PirateFest asks that vendors use a white 10'x10' tent when possible.
- Please, refrain from using generators.

## 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 NON-PROFIT APPLICATION RULES & REGULATIONS (CONTINUED)

## APPLICATION REQUIREMENTS

- A limited number of booth spaces will be available within the festival for local non-profits.
- Non-profit booths will operate from 10AM-7PM.
- Rates – this year's festival will offer one rate for non-profit organizations. \$50 for a single booth space and a \$15 application fee. If your non-profit is planning activities, they must be submitted with your application. Activities not listed must be pre-approved by the PirateFest Committee.
- Raffles, drawings, free activities, and contests must be pre-approved by the PirateFest Committee.
- All Activities at PirateFest should be secular.
- Face painting and tattoos are prohibited as free activities. Preference will be given to organizations that 1.) Have the arts as an integral part of their organization's mission, 2.) Offer an amenity to festival attendees, or 3.) Offer a free children's activity or attraction.
- Politically affiliated non-profit groups are not permitted within the festival.
- Non-profit organizations must have an IRS Tax Exempt 501(C) (3) status. All non-profit applicants must submit their tax ID# on their application. This will be verified as proof of non-profit status from the IRS Department of Treasury.
- When applying to the non-profit organization portion of the festival, we ask that you include a copy of your tax exemption letter, as well as a copy of a past newsletter or print media item from the last six months.
- Mission Statement: If you are a non-profit organization, please describe your organization and provide your mission statement.
- Non-profits selling handmade items, must apply by filling out and paying the fees of an Artist Application.

## NON-PROFIT REQUIREMENTS

- Prohibited items: artwork, craft items, & foods other than baked goods. This would require an artist or food vendor application.
- Fundraising activities cannot be the primary focus of your booth.
- Organizations are required to remain set up and manage their booths for the entirety of the festival. Failure to do so will jeopardize future participation.
- Organizations are welcome to distribute information regarding their organization. Sale of commercial items is prohibited. Drawings and promotional games are welcomed.
- Information about your non-profit organization may be handed out to festival participants, but only from your actual booth space. Distribution of materials in other locations of the festival are strictly prohibited.

## ENFORCEMENT

- It is required that information being distributed and items being sold at PirateFest follow PirateFest guidelines and be consistent with the application. The PirateFest Committee and the Pitt County Arts Council at Emerge reserves the right to remove any material 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.

## RAINOUT PROCEDURE

- PirateFest is a rain or shine event! There is no rain date! Organizations 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 a non-profit decide to pack up or leave prior to the end of the festival has been declared, that non-profit may jeopardize future participation in PirateFest.





# 2018 NON-PROFIT APPLICATION

## CONTACT INFORMATION

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

Organization: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

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: \_\_\_\_\_

## CALENDAR

- EARLY APPLICATION DEADLINE – Postmarked by November 8, 2017
- FINAL APPLICATION DEADLINE – Postmarked by February 1, 2018
- EARLY NOTIFICATION of vendors applying by November 8th will be emailed by November 17th.
- NOTIFICATION emailed to accepted vendors applying after November 8, 2017 by February 16, 2018.
- Vendors will be refunded your booth fees (minus a \$30 processing fee) if you notify the Pitt County Arts Council at Emerge in writing by February 1, 2018. Application fees are non-refundable. No refunds will be given for cancellations after February 1, 2018. No exceptions.
- Festival information (including booth space assignments) packet emailed out by the 30th of March.
- VENDOR LOAD-IN AND SETUP – Saturday, April 14th from 7AM until 9:30AM (Streets must be cleared by 9:00AM)
- FESTIVAL DATE – Saturday, April 14th, 2018 10AM until 7PM

## ORGANIZATION INFO

◦ A limited number of booth spaces are available for local non-profit organizations. Organizations are required to pay a minimal booth fee to secure a space within the festival. Preference is given to non-profit art organizations, and to organizations offering free children’s activities, etc. Describe your organization:

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Organization’s Mission Statement: \_\_\_\_\_  
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\_\_\_\_\_

Activities, raffles or games: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 2018 NON-PROFIT APPLICATION

## TAX EXEMPTON STATUS

◦ When applying to the non-profit organization portion of the festival, we ask that you include a copy of your tax exemption letter as well as a copy of a past newsletter or print media item from the last six months.

### 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

(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.)

Non-Profit Booth (Free Activities are encouraged, but not required)

+\$50

### CORNER (LIMITED - EARLY APPLICATION ENCOURAGED)

Corner Booth Space Fee - Additional \$30 (availability is VERY limited – early application is recommended)

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### APPLICATION FEE

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

+\$15

### TOTAL APPLICATION/BOOTH FEES

\_\_\_\_\_

APPLICATIONS POSTMARKED AFTER FEBRUARY 1ST WILL NOT BE CONSIDERED.

Checks should be made payable to "PirateFest."

## 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, etc.
- Make all checks payable to the PirateFest.
- Be sure to read the full listing of Rules and Regulations posted at [www.piratefestnc.com](http://www.piratefestnc.com)
- Include copy of tax exemption status and a copy of a past newsletter or print media item from the last six months.

## 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