



VENDOR FORM

Exhibit space is provided free-of-charge. We request that you provide an activity/craft/etc. that can be repeated throughout the day.

Tables and chairs are not provided at this location, so please let me know if you do not have your own so we can plan accordingly. There is limited electricity available, so please plan accordingly. Please indicate your needs on the attached sign-up form. There is no rain date for the event.

Festival hours are from 10 a.m. to 1 p.m. Booth set-up begins at 8:00 a.m. – all booths must be set-up no later than 9:45 a.m. Cars must be moved to a designated parking area after loading/unloading. Booth teardown begins at 1 p.m. – all booths must be cleared no later than 2:30 p.m. We ask that you not teardown prior to 1 p.m. unless you have notified us in advance.

To register as an exhibitor for this year's Harvest HayDay, please complete and return the attached form. If you have any questions, you may contact me at 252-473-3234 or by email at director@elizabethangardens.org.

I look forward to hearing from you. Please feel free to pass this on to others who may want to participate as an exhibitor

A handwritten signature in black ink, appearing to read 'Carl V. Curnutte III', written over a diagonal line that extends from the bottom left towards the top right.

Carl V. Curnutte III
Executive Director



Basic Information

We would love to have you as a vendor for the Harvest HayDay, if you are interested please fill out the attached form.

Set Up

Set up on **Saturday** will be from **8:00 am to 9:45 am**. Please be set up by 10:00 a.m. We will open the gates, to the Gardens, at 10:00 a.m. to the public. We are hoping for 300- 600 in attendance. It truly depends on the weather and we are praying for a beautiful day. We will have a vehicle at the rear entrance of the Gardens to help with unloading. To get to the rear entrance turn into Fort Raleigh and take the first left which is National Park Drive (as if you are going to the Gardens) then take the next left which is Pear Pad Road. You will see the entrance on the right about ½ mile down the road. We will have staff and volunteers there to help you unload.

If you arrive at the Gardens via the front door the Gatehouse will be open starting at 9:00 a.m. If you arrive earlier please use the back entrance to the Gardens.

Nourishment

To welcome you to the Gardens we will have hospitality items (coffee and snacks) in the Kitchen of Odom Hall!

We will have a concession stand available all day! The

Gardens proudly serves Pepsi Products, which will be available to purchase!

Vendors

We will supply a 6 ft. table and 2 chairs for each station. If you do not need a table or chairs, please let us know as this will help us in not having to rent one. We will use every table we have this day.

If you need power, no problem, just let us know in advance on the form.

All vendors for this event will be set up on the Great Lawn!!!

Volunteers

We love volunteers! If you know anyone who like to volunteer please let me know as we would love to have help!

Need Help?

If you need anything please email or call me at the office. We look forward to celebrating fall's harvest and enjoying the day with you. Yee-Haw!



Harvest HayDay - Saturday, October 26, 20189
10:00 a.m. – 1:00 p.m. at The Elizabethan Gardens

Exhibitor Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell Phone: _____

E-mail Address: _____

Exhibit and Activity Description: _____

Electricity: Yes ___ No ___

The Elizabethan Gardens, Inc. will not be responsible for any damaged or stolen items, and each exhibitor will assume liability for any damage to his/her facility, goods/services, and equipment, as well as for any injuries to any or all festival participants and shall waive the The Elizabethan Gardens, Inc. and The Garden Club of NC of all claims, fees, costs, expenses, and damages arising therefrom.

I understand the terms/conditions of participation in Harvest HayDay and agree to abide by the stated terms.

Signature

Date

**Please mail completed registration form to Carl V. Curnutte, c/o The Elizabethan Gardens,
1411 National Park Drive, Manteo, NC 27954. Or fax to (252) 473-3244.
Questions? Call (252) 473-3234 or e-mail director@elizabethangardens.org**