

THE CURRITUCK HOME, FLOWER, AND GARDEN SHOW
North Carolina Cooperative Extension, Currituck County Center
120 Community Way, Barco, North Carolina | 252-232-2262 | Fax: 252-453-2782

The Currituck Home, Flower & Garden Show continues to grow year after year, and with your help, we can coordinate another outstanding event. Please take the time to familiarize yourself with the rules and regulations below. Your cooperation is vital to the event's continued success and we look forward to working with you.

TYPE OF AGREEMENT:

VENDORS - Anyone selling merchandise or food, or anyone promoting a landscaping or other garden-related service.

EDUCATIONAL- Anyone providing educational materials on garden-related topics or garden exhibitors.

ADVERTISING – Advertising should be submitted in the correct size and format (business card). The ad must be submitted with payment along with the application. Do not staple business cards to the application. Ads must be received by April 5, 2024, or they will not be published.

SILENT AUCTION – The Silent Auction is a fundraiser for the Currituck Extension Master Gardeners. Items donated by vendors will be displayed with a business card providing more exposure to the public. Silent auction winners will be announced at 2:00 pm on the day of the show. Bid winners do not need to be present to claim items.

SETUP TIMES: Between 12:00 pm and 5:00 pm on Friday, April 12, 2022. The building will be locked and secured at 5:00 pm.

LOADING/PARKING – Please check-in upon arrival for your assigned booth. Do not block doors, loading area, or any access with vehicles (cars, trucks, trailers, etc.). Please be prepared to transport your goods from the parking lot to the building. Master Gardeners will be available to assist you. Vendors and Exhibitors will need to park in the rear and side parking lots during the show.

OUTDOOR VENDORS - Large equipment, pools & spas, food vending trailers, etc. will be displayed in the area designated outside the building. Outdoor vendors must provide their own tents, tables, and chairs. Outdoor vendors should be prepared to display their wares RAIN or SHINE.

VENDOR/EXHIBITORS RESPONSIBILITIES - THE AGREEMENT SHOULD BE RETURNED WITH PAYMENT NO LATER THAN April 5, 2024. Vendors/Exhibitors are liable for delivery, handling, erection, and removal of their display and materials. Tables must be skirted with non-essential items hidden from view. Waterproof covering (plastic) must be used if you are selling garden plants or water features and taped securely. All booths/vendors/exhibits must be set up and ready for business by 9:00 am on Saturday, April 13, 2024. Vendors need to be present in their booths during all show hours. Takedown will be from 3:00 pm - 7:00 pm on Saturday, April 23, 2024. **Under no circumstances shall any vendor/educator/exhibitor start packing up or leave before 4:00 p.m.**

REFUNDS - In order to receive refunds for booth spaces, they must be requested before April 5, 2024. After April 5, 2024, show management reserves the right to approve or deny all refunds.

ELIGIBILITY - Eligible exhibits include all products or services related to the flower and garden industry. Show management reserves the right to accept other types of exhibits, or vendors including food specialties, educational exhibits, local merchandise, etc. Management reserves the right to remove any vendors/exhibitors from the event if it is determined that they have not conformed to the rules and regulations of this agreement.

BOOTH SPECIFICATIONS / ASSIGNMENTS - Spaces are generally 9' x 8' depending on the location in the facility. Each space will only hold one standard table. Booth locations will be assigned in accordance with the best interest of the event, which management reserves sole discretion. A vendor may rent more than one space, but a single vendor may not exceed four spaces. Other services are available on a limited basis such as tables and electricity, but must be indicated on the application form. Anyone requesting electricity must provide their own electrical cords. Requests for specific spaces may be submitted in writing and will be assigned in the order they are received. **We suggest you lay out your booth prior to the date of the show to be sure your space request meets your needs.**

We look forward to working with you and showcasing your business. We ask that you abide by these rules so we can remain efficient and have a successful show. If you have any questions, comments, needs, or special requests, please contact Chris Blaha at 252-232-2262 or ctblaha@ncsu.edu.