

## NC Whirligig Festival – Virtual Guidelines

While the 2020 NC Whirligig Festival will not be held in person, the virtual festival will still abide within the overall spirit of the 16-year history of the festival. All vendors participating in the virtual aspects of the festival must agree to abide by the following guidelines:



1. The main focus of the festival is to highlight artisans with a mix of family entertainment, music, food vendors and support our local non-profit organizations.
2. The NC Whirligig Festival is a diverse and inclusive event that incorporates vendors, organizations and sponsors that are supportive of our mission to welcome the whole community.
3. Once a booth application is received it will be reviewed by the Vendor Chair and the Festival Director. Booth fees will only be charged once the vendor is approved. All decisions by the festival board are final.
4. Once a vendor is accepted into the virtual marketplace, fees are non-refundable.
5. Only registered vendors and sponsors are allowed to participate in the virtual marketplace.
6. Vendors may only sell items in their approved category. For example: Arts & Craft vendors may not sell food items.
7. Vendors may not share their virtual booth with other vendors. All participants must complete the application process individually.
8. Vendors must provide a NC Sales Tax number, which can be obtained from the NC State Revenue office. Vendors are responsible for the license, sales tax and shipping related to their sales.
9. Vendors are responsible for their own insurance. The festival will not be held liable for any damages to you, your merchandise or equipment.
10. Vendors participating in the virtual marketplace must follow the provided set-up instructions and have their virtual booth ready for review by the festival board by the pre-set deadline. Any booth that may need adjustments must do so immediately to be included in the festival. Time is of the essence.
11. By participating in the virtual marketplace, you authorize the festival to promote your participation and use photographs from your booth as part of the publicity to draw traffic to the marketplace.
12. By participating in the virtual marketplace, you authorized your business to be part of the NC Whirligig Festival starting on November 7 and continuing until December 20,2020.
13. The NC Whirligig Festival is partnering with Eventeny to create the virtual marketplace. All participating vendors have the option to be added to the Eventeny artisan list, so that you may be informed of other virtual marketplace opportunities. Once a booth is set up in the Eventeny system, it can easily be connected to another events. Vendors may opt out of the listing at any time.
14. Illegal paraphernalia cannot be sold or displayed.
15. Print and save a copy of these guidelines for your own records.