



March 31, 2022

Dear Artisan, Craft, Demonstration, Information or Retail Vendor:

We are looking forward to the 30<sup>th</sup> Anniversary Halifax County Harvest Days to be held October 21-22, 2022! The Halifax County Cooperative Extension Service is currently recruiting artisans & craft vendors to demonstrate their skills, as well as sell their creations, for Harvest Days on Friday, October 21 from 9 am-2 pm and Saturday, October 22 from 10 am-5:30 pm.

Harvest Days takes place on the grounds of the 4-H Rural Life Center located at 13763 Highway 903 in Halifax. This festival promises to be two days full of family, fun, education and entertainment. Friday is open to visiting school children and their chaperones (typically 500-800 attendees), and Saturday is open to the public. You may choose to come on one or both days. Please indicate on your vendor application which days you intend to be there and set up.

**Festival Guidelines:**

- **If you are demonstrating your art or craft or if you are a non-profit organization, there is no fee to participate, even if you plan to sell your goods.** In order to qualify as a demonstrating vendor, you must perform and discuss your art or craft during the event. Those selling handmade items without sharing instructional demonstration or those selling retail goods that are not handmade, will be required to pay a \$10 vendor fee.
- **Vendor fee is 100% refundable up to 15 days prior to the event (October 7, 2022).** If Halifax County cancels the event, you will be given the option of a 100% refund or carrying your vendor fee over to next year's event.
- Please be set up and with your booth by 8 am on Friday and/or by 9 am on Saturday.
- We request all personal vehicles be removed from the area by 9 am on Friday and 10 am on Saturday. Ample parking will be provided for all vendors.
- Participants must provide their own tables, chairs and tents if needed.
- Electrical & water connections are limited. If either is required, please note on the application. If you need water, you must provide your own hose.
- If you have any preferences or need a particular location (due to mobility challenges, etc.), please make note on the application.
- We reserve the right to deny and refund applicants that duplicate other vendors.
- Please enclose your vendor fee if for-profit or your non-profit 501c3 documentation with your application. **Make checks payable to County of Halifax.** Mail application and fee to Halifax County Cooperative Extension, P.O. Box 37, Halifax, NC 27839 by the application deadline on October 7, 2022.

We hope to have a wide range of artisans and crafters, and we encourage those who have not previously participated to join us! If you have questions about the event, please feel free to contact us.

**Please retain this letter as your reminder of the festival guidelines.**

Regards,

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