



## GREENVILLE-PITT COUNTY

### Arts, Non-Profit, and Service Organization Vendor Guidelines

**Saturday, June 28, 2025**  
**10:00am – 2:00pm**  
**Greenville Town Common**

**Application and Payment Deadline:** May 31  
**Notification:** June 7  
**Packet Information Emailed:** June 18

Application can be submitted online at  
<https://www.emergegallery.com/community/festivals>

#### Payment Info

- Booth fee is \$30, if not accepted a refund will be issued minus a \$5 application fee. All checks will be deposited upon receipt. The deposit of checks does not mean that you are accepted. Festival organizers reserve the right to decline any registration for any reason.

- Checks with insufficient funds are subject to a \$50 handling fee.

- Booth fees do not include tents, tables, or chairs.

#### Refund Policy

We understand that circumstances may require accepted Greenville-Pitt County Pride Festival vendors to withdraw from the festival after being accepted. Vendors will be refunded their booth fees (minus \$5 application fee) if you notify Emerge Gallery & Art Center in writing by emailing [paula@emergegallery.com](mailto:paula@emergegallery.com) by June 7. After this date, no refunds will be given.

#### Sales Tax

Greenville-Pitt County Pride Festival organizers receive no commission on sales. Each vendor is responsible for the collection of North Carolina sales tax during the festival. To apply for a Sales Tax and use a Tax Account Number visit [www.dor.state.nc.us](http://www.dor.state.nc.us) and choose form NC-BR. For additional information about North Carolina sales tax, please contact the NC Department of Revenue at 1-877-252-3052.

Please contact Paula Rountree at [paula@emergegallery.com](mailto:paula@emergegallery.com) for additional information or questions.

#### Guidelines

- Vendors spaces are 10ft x 10ft for artists, non-profits, and community organizations. This outdoor festival takes place on a city park which prohibits anchoring any supports into the ground. Please, plan to have the appropriate weights for your display, in the event of wind.

- Set up must be professional in appearance. Please, note this is a family friendly event. We do not allow adult "toys", pasties, or anything deemed "inappropriate" for a family friendly event.

- All vendors must be LGBTQ+ owned/operated or affirming.

- No political representation.

- Vendor locations are determined by the Greenville-Pitt County Pride Festival Committee. Vendors must remain in place until the end of the festival.

- Beverages, including bottled water, soda, and food products cannot be sold or given away from the vendor's space.

- Artists vendor guidelines: All artwork and crafts sold at the festival must be original handiwork of the participants or organizational representation. Exhibited work must be in the categories for which the artist was screened and accepted into the festival.

- Non-profit or service organization guidelines: Fundraising activities cannot be the primary focus of your booth. Vendors are welcome to distribute information regarding their organization at assigned vendors booth only. Resale of commercial items are prohibited.

#### Rainout Procedure

Greenville-Pitt County Pride Festival is a rain or shine event! In the event of inclement weather, the Greenville-Pitt County Pride Festival 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. Should a vendor decide to pack up or leave prior to when the end of the festival has been declared, that vendor may jeopardize future participation in the Greenville-Pitt County Pride Festival.