

HERITAGE WALK &
FESTIVAL



Date: August 21, 2009

To: Konehete Park Artists, Crafters, and Food Vendors

From: Bob & Paula, Volunteer Coordinators

ADVANCE COPY - COMING TO YOU BY MAIL WITH ENCLOSURES:

Set-Up Instructions & Important Info

9th Annual Heritage Walk & Festival

Konehete Park in Murphy, NC on September 5, 2009 - 9am-4pm

In follow up to your earlier confirmation (via email or mail as you specified), Heritage Partners thanks you for participating this year and we look forward to a great day at Konehete Park. Here's all the scoop we can think of:

1. **Your booth:** The festival goes rain or shine, so all are encouraged to bring a tent or alternate form of cover for you and your items for sale. You are responsible for supplying your tables, chairs and other items needed for your booth set up. All booth surface areas are grassed, and your favorite bug spray might come in handy. Reminder: there will be no electrical service provided at the park.
2. **Friday/Saturday Set-Ups:** The festival grounds at Konehete Park will be staged on Friday, September 4. All spaces will be pre-assigned prior to your arrival, and with numbers marked on the ground by 3:00 p.m. on Friday. **Early set up arrangements have been made for 3:00 p.m. -7:00 p.m. (sunset) on Friday,** and with overnight security provided. Please do what you can Friday to make Saturday morning set ups go easier on you and others. **Saturday morning set ups start at 6:30 a.m. (sunrise).** On both Friday and Saturday, volunteers will be on the ground to check you in, direct you to your space, and direct you to vendor parking after unloading. The festival opens at 9:00 a.m., and you'll need to be set up by 8:30 a.m.
3. **Your vendor identification:** Enclosed are name tags for you to fill in and wear at the festival, along with a vehicle identification sign to display in your front dash/windshield area on arrival at Konehete Park. If you need more of either, extras will be available at check-in. Special arrangements are being made for **vendor parking** that will be most convenient to your assigned booth space, and volunteers will direct you there. Park road and parking lots are being held for the public to come, and to buy!
4. **Silent Auction Donation:** As in the past, we will so appreciate the Artists and Crafters making a donation of an item for Heritage Partner's Silent Auction, and your donation is tax deductible. If you will kindly set an item aside with its price or

value noted, a volunteer will be coming by prior to 8:30a.m. Saturday morning to collect your donated item and give you a receipt for it. We thank you in advance for your generous and kind contribution. If you just can't do it, we'll understand.

5. **Best of Arts & Craft Show Award**: Secret judges will be strolling through the booths during the day to determine the winner of the "Best of Show" award for the Arts & Crafts Show. The winner will receive a \$50 cash prize, award sign, and acknowledgement on the web site during the coming year. The award will be judged on (1) artistry and craftsmanship of the items for sale, and (2) booth appearance. The award will be delivered prior to the end of the show at 4:00 p.m.

6. **Break-Downs/Departures**: Packing out starts after the festival closes at 4:00 p.m. We appreciate everyone's respect of the festival and others in this regard, and exit routes for the vendors cannot be opened until the festival closes. We ask that you take a few minutes at the end of the day to complete the enclosed Feedback Form, which will help us know what worked well, and what needs changing or improvement for next year's event.

7. **Directions to Konehete Park**: Please reference the site map in the enclosed Heritage Walk & Festival program. If you need more by way of directions, please call or email before Thursday, August 3 as we'll be out on site Friday and Saturday. Please note that the road into the park is ONE WAY, and we thank you in advance for your patience and cooperation with set-up and break-down traffic routing.

8. **Cancellations**: If for any reason you are unable to make it to the festival as confirmed, we ask that you let us know ASAP via email or phone call.

Thank you so much, we look forward to seeing you, and please let us know if you have any questions or need more information. Since we will be on the festival grounds all day Friday and Saturday, please get in touch with us by Thursday, September 3 if you need something.

Bob & Paula

Enclosed/Bring With You: Heritage Walk & Festival program, Vendor Vehicle identification sign, Vendor Name Tags, 09 Vendors Feedback Form

Visit the Heritage Walk & Festival on the web at www.HeritagePartners.org

Bob Andrews & Paula Bryan (Mr. and Mrs.)
295 Hilltop Lane, Murphy, NC 28906
home phone: 828-644-0292 email: paulabryan@brmemc.net