

<p style="text-align: center;"><b>VENDOR INFO:</b> <b>Landscaping with Native Plants Conference</b></p>
---

**\*\*\*\*\*IMPORTANT CONFERENCE INFORMATION\*\*\*\*\***  
**\*\*\*\*\*SAVE THIS EMAIL FOR YOUR RECORDS\*\*\*\*\***

Greetings conference vendors, past and new.

The conference is centered in the Ramsey Center – easy loading and unloading, water available, plant purchases cared for, refreshment breaks in the vendor area, etc.

**Signing up for a booth:**

1. You first need to **go online and register** for the conference. You must be registered to be a vendor. Paper registration is also OK.
2. Then...**contact me** and let me know that you would like a booth.

**I will give you a confirmation number which you will need to fill out your Vendor Form.**

3. **The Vendor Form:** when you contact me to get your number, I will send you a link to the Vendor Form. The vendor fees have kindly been paid by SC Native Plant Society to promote all vendors and particularly to attract new vendors. So send in your forms but you will not need to send any money.

**IMPORANT NOTES:**

1. ***You must be registered to exhibit or sell*** (either on the website or by paper).
2. The deadline for reserving space is **June 30**.
3. Please confine your plant materials to North American **natives** (preferably Southeast natives).
4. You are responsible for taking care of the North Carolina sales tax on your own, if tax applies to your business.
5. Set up times will be Tuesday evening (for those going on field trips) and all day Wednesday.
6. No set up on Thursday morning.
7. Remember to bring your sign.
8. Bring plastic to protect the floors and tables, and bags for folks buying plants.
9. **\*YOU MUST UNLOAD FROM THE ENTRANCE AND CART PLANTS IN\*.**  
**WCU has carts available. DO NOT DRIVE INTO THE TUNNEL!**
10. After unloading please park in the lot across the street.

11. There will be a plant holding area where purchased plants will be watered and secure.
12. If you would like to decorate the stage with your plants tell me or Bobby Hensley.
13. Please plan to **stay until the end of the conference**. If you must leave before the end, please let me know when you plan to leave and why you must.
14. If you are registered as a vendor and end up being unable to attend, **let me know immediately**.
15. WCU staff and/or Sharon plan to be present from Tuesday evening until we leave on Saturday.
16. We are once again allowed to freeload on the field trippers' dinner on Wednesday night. It is upstairs from the auditorium in the hall. There is usually plenty of food, but if you can stand to wait a little until the rush is past, then the field trippers will be sure to get a fair shot at the food.
17. **Please be respectful of the presentations in the auditorium.** We ask that you cease sales prior to the beginning of and during all programs so the noise is not distracting for those in the program. If you are at your booth, at least speak softly and remind others to do the same.
18. **SILENT AUCTION:** I will set up a table in the booth area for your optional donations. There will be a form for you to fill out and tape to the table with your donation. The closing time of the auction will be posted at the auction table and announced. Since I may not be around, please help to keep the area neat and feel free to add tables if needed (covered). THANK YOU!

Plant Vendor Walk – Each vendor who wishes to participate in the plant vendor walk will have about 5 minutes to highlight whatever plants or aspects of their business they want. The time is evenly divided so that each business representative will have a chance to speak. The vendor walk is scheduled for Thursday morning at 8:00 before all the cool plants are sold and moved to the holding area.

The local contact person is Bobby Hensley; 828-227-7397; [hensley@email.wcu.edu](mailto:hensley@email.wcu.edu).

Thanks everyone. Looking forward to getting together once again.

See you in Cullowhee.

Sharon Day  
Exhibits Committee Chair  
Cullowhee Conference  
1312 Woody Store Road  
Siler City, NC 27344  
919-623-3504  
[sharonday302@gmail.com](mailto:sharonday302@gmail.com)  
Texts are OK too.