

Native Plants Conference 2024

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 (3 steps):

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. Next, contact Sharon Day and let her know that you would like a booth. We are looking very full, so let her know ASAP if you are interested. **Sharon Day** | 919.623.3504 | sharonday302@gmail.com

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

3. **The Vendor Form:** Contact Sharon to get your vendor number. Please send a one to two sentence description of what you plan to vend when you text to get your vendor number. Then go back to the website to register as a vendor. 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. Once you have been approved and given a Vendor Approval Number, send your information to WCU by [REGISTERING AS A VENDOR](#)

Important Notes:

1. **You must be registered to exhibit or sell** (register on the web site if you can).
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. Look for tape on the floor in each space that indicates which vendor is assigned to it. Please only use one space as we will probably be very full. All plants must remain in the edge spaces and not on the covered gym floor. Vendors not selling plants will be in the central area.
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 Sharon Day or Bobby Hensley.
13. Please plan to **stay until the end of the conference**. If you must leave before the end, please let Sharon Day know immediately.
14. If you are registered as a vendor and end up being unable to attend, **let Sharon know immediately**.
15. WCU staff and/or Sharon plan to be present from Tuesday evening until we leave on Saturday.
- 16.

18. **SILENT AUCTION:** Tables will be set up in the booth area for auction donations. There will be a form for you to fill out and tape to the table with your donations. The closing time of the auction will be announced and in the program.

Plant Vendor Walk:

Each vendor who wishes to participate in the 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@wcu.edu.