

Fall Fiber Festival and Montpelier Sheep Dog Trials

Food Vendor Rules and Regulations

1. **Permits:** Food Vendors are responsible for submitting a temporary restaurant permit to the Orange County Health Department and must have a working fire extinguisher at their booth.
2. **Tents:** Each Food Vendor is to supply their own tent and is responsible for anchoring it to the ground. FFF assumes no liability for damage caused by tents. You must set up in your assigned space which will be marked by a stake. Festival representatives will periodically monitor the food vendor areas to make sure that aisle space is unobstructed and that the quality of booth presentation we have come to expect from our vendors is maintained.
3. **Utilities:** There is NO electricity on site. You must bring your own potable water source.
4. **Check-In:** Food Vendors will receive a packet which includes their booth location, two vendor badges, a catalog and any other necessary information.
5. **Set Up:** Food Vendors may begin to set up on Friday of Festival week providing the spaces have been marked off and there is a FFF representative onsite. Breakdown of booths must not begin until after 4:00 pm on Sunday.
6. **Festival hours are:** Saturday 10:00 am to 5:00 pm, and Sunday 10:00 am to 4:00 pm. Your booth must be in operation during all Festival hours.
7. **Clean Up:** Food Vendors are to keep their booth and surrounding area neat and clean. There will be trash receptacles available during the festival. Vendors are responsible for removing large trash items as well as all trash after containers are removed from the festival grounds. Please leave your area clean of any and all trash.
8. **FFF is a non-smoking festival.**
9. **No pets are allowed on Festival grounds.** The only animals allowed are service animals, working sheep dogs, exhibit animals and animals for sale.
10. **Conduct:** FFF reserves the right to restrict vendors which because of the noise, method of operation, or any other reason become objectionable; and also to prohibit or evict any exhibit which in the opinion of the FFF committee may detract from the general character of the show. This restriction includes things, conduct, printed matter, or anything of a character which may be objectionable to the festival as a whole. In the event of such restrictions or evictions, FFF is not liable for any refund of rentals or other vendor expenses.
11. **Vendors are responsible for collecting and reporting Virginia sales tax.** If you need information concerning Virginia sales tax you can call (804) 367-8057 or visit: <http://www.tax.virginia.gov/site.cfm?alias=salesusetax>.
12. **FFF does not provide insurance for vendors or their products.** The vendor agrees to hold harmless, defend and protect the Fall Fiber Festival of Virginia, Inc., and Montpelier from any claims, demands, suits, damages, losses, costs, or expenses which might arise out of any action or failure to act by the Fall Fiber Festival of Virginia, Inc. or any of its officers, representatives, etc., and to hold the Fall Fiber Festival, Inc. harmless from any and all liability and responsibility arising from any accident or injury sustained by the vendor's participation in or presence at the aforesaid festival.
13. **Cancellation/Refunds:** 1) Food Vendors who have been assigned space but find they are unable to attend should notify FFF promptly. Only FFF can reassign space that has been freed by a cancellation. If a vendor cancels, their fees are NON REFUNDABLE. 2) In the event the Festival is cancelled in its entirety, refunds of vendor fees may be made at the discretion of the committee.
14. **There will be a \$25 Insufficient Funds Charge for every returned check.**

The festival maintains the right to bar any Food Vendor from future festivals who does not comply with these regulations.

Please direct questions or concerns to the Fall Fiber Festival Food Vendor Coordinator at food@fallfiberfestival.org.

Updated: January 15, 2020