

## **Fall Fiber Festival and Montpelier Sheep Dog Trials**

### **Craft Vendor Rules and Regulations**

1. We require that FFF Craft Vendors deal primarily in **natural fibers and fiber-animal related materials and crafts**.
2. **Vendor Spaces:** There are 24 approximately 10'x10' spaces available for craft vendors inside tents provided by the Fall Fiber Festival. There are roughly 30 approximately 10'x10' spaces outside the tents available for craft vendors who wish to set up their own tents. All spaces will be assigned on a first-come, first-served basis to returning craft vendors who submit a completed application and payment at the end of the festival. **Priority will be given to returning vendors until February 28<sup>th</sup> of each year**. The committee will then select from among the applications received to fill available vendor spaces. When we are full, a waitlist will be created for each festival year. We will acknowledge receipt of your application and our determination on your acceptance as a vendor by email.
3. **Requirements for the Jury Process:** All new vendors and those returning to FFF after an absence of three years or more must be juried into the show. Along with your application please email three or more photos of your booth and products. You should include a list of the items you will be selling and a brief description of your booth. New vendor applicants, see the **Vendor Selection Guidelines**.
4. **Sharing or subletting of any craft vendor space is not allowed.** Only the vendor(s) juried in by the committee may make sales at the Festival.
5. **Cancellation/Refunds:** 1) 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.
6. Upon check-in, vendors will receive a packet which includes their booth location, two vendor badges, a catalog and any other necessary information.
7. Festival hours: Saturday 10:00 am to 5:00 pm, and Sunday 10:00 am to 4:00 pm.
8. Vendors may begin to set up on the Friday of Festival week providing the tents are in place, spaces have been marked off and there is a FFF representative onsite. **NO VEHICLES MAY BE DRIVEN ON THE MIDWAY DURING SETUP WITHOUT FFF PERMISSION**. All booths must be ready for the public and all vehicles must be removed from the tent area by 9:30 am Saturday and Sunday. Breakdown of booths must not begin until after 4:00 pm on Sunday. Your booth must be in operation during all Festival hours.
9. Vendors are responsible for keeping their booth area clean throughout the festival and leaving their area clean after take down. Trash receptacles will be provided for small trash items. Vendors are responsible for removing large trash items such as boxes from the Festival site.
10. Please try to keep within the area staked out for you by FFF. Festival representatives will periodically monitor the craft vendor tents to make sure that aisle space is unobstructed and that the quality of booth presentation is maintained.
11. FFF does not provide insurance for craft vendors or their products. All vendors must provide proof of liability insurance naming the Fall Fiber Festival Montpelier Sheep Dog Trials as an additional insured in the amount of \$1 million. 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.
12. 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>.
13. No pets are allowed on Festival grounds. The only animals allowed are service dogs, working sheep dogs, exhibit animals, and bunnies for sale. Bunnies should be caged with no more than two juniors or one adult per cage.
14. There will be a \$35 Insufficient Funds Charge for every returned check.

**The festival maintains the right to bar any craft vendor from future festivals who does not comply with these regulations. For more information, please email [vendors@fallfiberfestival.org](mailto:vendors@fallfiberfestival.org).**