

## 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 must supply their own tent/food station and is responsible for anchoring it to the ground. FFF assumes no liability for damage caused by tents/food stations. 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 ensure that aisle space is unobstructed and that the quality of food station presentation is maintained.
3. **Utilities:** There is NO electricity or potable water on site. You must bring your own potable water source.
4. **Cancellation/Refunds:** 1) Food Vendors who have been assigned a space but are unable to attend should notify FFF immediately. 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.
5. **Check-In & Set Up:** Food Vendors may check in on Friday of Festival week providing the spaces have been marked off and there is an FFF representative onsite. Food Vendors will receive a packet which includes their booth location, two vendor badges, a catalog and any other necessary information. 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. Food Vendors must keep their booth and surrounding area neat and clean. There will be trash receptacles available during the festival.
7. **Clean Up:** 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 free of all trash.
8. **Conduct:** FFF is a non-smoking festival. Additionally, FFF reserves the right to 1) restrict vendors if noise, method of operation, or any other reason becomes objectionable; and 2) prohibit or evict any exhibit which in the opinion of the FFF committee detracts from the general character of the festival. This restriction includes conduct, printed matter, or other items deemed objectionable to the festival atmosphere. In the event of such restrictions or evictions, FFF is not liable for refund of rentals or other vendor expenses.
9. **Insurance:** 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.
10. **Sales tax:** 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>.
11. No pets are allowed on Festival grounds. The only animals allowed are service dogs, working sheep dogs, exhibit animals and animals for sale.
12. There will be a \$35 Insufficient Funds Charge for every returned check.

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