

Festival Guidelines for Vendor Booths

Co ~Chairs: Linda Brown Heffron & Jill Turner

We will be adding 10 to 15 additional vendors this year from the waiting list.

If you wish to be placed on the waiting list:

Send a list of the items you wish to carry in your booth, booth location preference, pictures of the items you will be selling and a one time \$10.00 fee to be added to the list.

Booth space is limited to exhibitors whose products and services are fiber-related.

Appropriate Products Include:

- * Natural fibers, roving and yarns.
- * Fiber-craft supplies, dyes, spinning wheels, looms etc
- * Items produced from natural fibers.
- * Books about natural fibers and their uses, or animal care.
- * Items related to the care of fiber-producing animals.
- * Natural fiber handmade baskets.
- * Items depicting sheep, goats, rabbits, llamas, alpacas, or other fiber producing animals. These items might include, but are not restricted to mugs, sweat shirts or tee shirts, note paper or jewelry.
- * Fiber related services, such as - preparation of fleece for spinning, services related to the care of fiber-producing animals, organizations promoting fiber-producing animals or the use of natural fiber.

Booths must be open:

Three day booths only: Friday ~ 10 AM ~ 6 PM
Two day booths Saturday ~ 9 AM ~ 6 PM
Sunday ~ 10 AM ~ 4 PM

Guidelines & Rules:

- Vendors will display signage with their Business name within their booth space. No other signage is allowed to be put up by vendors outside of their booth.
- Vendors beginning in 2004 will be evaluated each year. Pre- registration will not guarantee a space for the following year. However, vendors will be notified within 90 days after festival if they are accepted. When accepted, if you have pre- registered, you will be given your same booth space. Discount for Pre- registration is still in effect.
- Any vendor, who does not preregister before 3 PM on the last day of festival forfeits any rights for the same booth privileges or discounts. They will be considered a new vendor and need to reapply to the waiting list for open spaces.
- Vendors will follow check in and set up regulations. Only exceptions will be with Chairperson Preapproval. There will be NO parking in front of buildings before set up time.
- There is NO parking of vehicles outside buildings at anytime, without written permission of the chairperson.
- All vendors will park vehicles and supply vehicles in designated vendor parking area.
- Vendor vehicles will display the vendor parking pass in the window at all times.
- There will be NO animals in vendor booths. This includes animals for sale or pets.
- All items will be priced on the item or with signage.
- No more than 10% of vendor stock can be outside the listed appropriate products, or listed on the vendor's application.
- Vendors who wish to distribute informational material outside their vendor booth may do so only at the location designated for that purpose.
- Any vendor who leaves festival early will automatically be restricted from attending as a vendor in the future. The only exception is with vendor chair pre-approval or act of God.
- Numbers of vendors allowed in the future will be limited to growth of traffic attending. These numbers will be reviewed by the board and committee chair to set total allowed each year.
- New vendor applications will be analyzed and accepted by the "need of the festival" not by date or first come first served.
- New vendors will be required to submit a **one time** \$10.00 processing fee, which is non-refundable, to be added to the waiting list.

Please leave your pets at home.No pets allowed on the fairgrounds.

- All tables in booths must be covered with table coverings of some kind. Each inside booth is given one table, other tables are \$9.00 each.
- In any dispute, all decisions of the festival Committee chair and board are final.
- * **Please leave your pets at home. No pets allowed on the fairgrounds.**

Booth Locations:

- * Inside booths are located in two buildings near the main entrance all connected by enclosed hallways.

- * Barn Booths are located in the Delano Barn
- * Outside booths are located between the buildings near main entrance and Delano barn
- * Two weekend entry passes are included with your entry. Entry passes lost or forgotten must be purchased at the gate.

Vendor Check in: For outside & barn booths **9~4 Thursday** at vendor check in tent on main entry road.

For (9B) 3 day Bldg. check in is **Thursday after 5 PM** between buildings 9A & 9B

For (9A) 2 day bldg. check in is **Friday after 5 PM** between buildings 9A & 9 B

Set Up: in main buildings can not start before **5 PM** after workshops are finished. **NO** parking in front of buildings till that time. Check Main Schedule page 5 for further information about check in times, set up times and hours open.

Refund Policy: Refunds must be requested in writing to the festival office only.

* Up until July 15 90%

* July 16- July 31 75%

* After August 1 No refund available

Questions? E-Mail: the festival office mffestival@sbcglobal.net

Michigan Fiber Festival Inc.

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