



Powhatan's Festival of Fiber

P.O. Box 182

Powhatan, VA 23139

powhatansfestivaloffiber@msn.com

www.powhatansfestivaloffiber.com

www.facebook.com/powhatansfestivaloffiber

2017 Vendor Application

Festival location: 3920 Marion Harland Lane, Powhatan, VA 23139 (not mailing address)

Festival Date: Saturday, April 29, 2017 10:00 – 5:00

Vendor Agreement (please print clearly)

Organization or Business Name: _____ Contact Person: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ Cell Phone: _____

Vendor e-mail: _____ Vendor Website: _____

Please note that all vendors will have a link to their website on the PFoF Facebook page, the Ravelry group and website.

Please provide an itemized list of what you will sell. If you don't have a website or Facebook page, please include 3-5 quality photos of your work. Any pictures submitted to PFoF may be used in advertising the festival. You can email the pictures to powhatansfestivaloffiber@msn.com

Give a brief description of your booth that you would like to be posted on the Facebook page and Ravelry.

Festival fee is \$60.00/space if application and payment is received **on or before November 1, 2016** and \$75.00/space if application and payment is received **after November 1, 2016**. Spaces are approximately 10' x 10' in an open field. Each vendor will receive 2 vendor badges and 2 festival tickets per space.

All vendors are subject to approval by the PFoF committee. Checks are to be written to **Powhatan's Festival of Fiber** and mail with application to **P.O. Box 182, Powhatan, VA 23139**.

Please refer to vendor rules and regulations. Vendor will receive an acceptance e-mail or the check and pictures will be returned by mail if not accepted.

Number of spaces _____ x **\$60 if paid before 11/1/16** = \$ _____ Total Enclosed

_____ x **\$75 if paid after 11/1/16** = \$ _____ Total Enclosed

Pre-order t-shirts ___S ___M ___L ___XL ___XXL ___XXXL x \$15 (receive at check-in) = \$ _____

I have read and agree to the Vendor Rules and Regulations on page 2

Vendor Signature _____ Date _____

Official use: Received _____ Approved _____ Check # & Amount _____ Space # _____

Vendor Rules and Regulations

1. PFoF requires craft vendors to deal only in natural fibers and fiber related materials and crafts. All fiber crafts must have a minimum 70% natural fiber. Merchandise will be subject to approval onsite.
2. Spaces are approximately 10' x 10' in an open field. Vendor is to supply its own tent and is responsible for anchoring it to the ground. PFoF assumes no liability for damage caused by tents. No electricity is available on the festival grounds. Vendors are asked to keep within their staked space.
3. Upon check-in, you will receive a vendor packet. The packet will include booth location, 2 vendor badges, festival map, 1 vendor parking pass, pre-ordered t-shirt vouchers and any other important information necessary for the day.
4. PFoF will give refunds for cancellations only if the space is filled with another vendor. No refunds will be issued after April 1, 2017. Only PFoF has the right to reassign spaces freed by cancellation.
5. Setup may be done on Friday, April 28, 2017 – 2:00 pm – 6:00 pm and on Saturday, April 29, 2017 6:30 am – 9:30 am. Security will *not* be provided for Friday overnight. All booths must be completely set up by 9:30 am. All vendor booths will be open for sale 10:00 am – 5:00 pm. Break down is to be started after 5:00 and must be completed by 8:00 pm, Saturday, April 29, 2017.
6. All vehicles must be moved off the festival grounds by 9:30 am the day of the event. One vendor parking pass will be issued per vendor. Additional vendor vehicles are to park in general parking.
7. Vendors are to keep their booth and its surrounding area neat and clean. There will be trash receptacles available throughout the festival. Vendors are responsible for removing large trash items from the festival grounds.
8. PFoF does not provide insurance for vendors or their products. The vendor agrees to hold harmless, defend and protect the Powhatan's Festival of Fiber, the property owner(s), Powhatan Volunteer Rescue Squad and Powhatan's Chamber of Commerce from any claims, demands, suits, damages, losses, costs, or expenses which might arise out of any action or failure to act by the Powhatan's Festival of Fiber or any of its officers, representatives, etc., and to hold Powhatan's Festival of Fiber, the property owner(s), Powhatan Volunteer Rescue Squad and Powhatan Chamber of Commerce 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. The undersigned also agrees to hold harmless Powhatan's Festival of Fiber, the property owner(s), Powhatan Volunteer Rescue Squad and Powhatan Chamber of Commerce for any expenses or liabilities, including attorney's fees. Insurance is the responsibility of the vendor. If you are interested in obtaining liability, the festival is registered with www.actinsurance.com. Go to <https://www.actinsurance.com/policy/buy/ai/Mjg2> to order an affordable policy.
9. 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>
10. No pets are permitted at Powhatan's Festival of Fiber. The only animals permitted are exhibit animals, demonstration animals, service dogs and bunnies for sale.
11. Communication with PFoF will be through e-mail, so please give a current, active e-mail address.
12. There will be a \$35 Insufficient Funds Charge for every returned check.