

Vendor Information

1) General Information

Fair setup time starts on Friday 2-7 and continues Saturday from 8-10. Please notify the vendor coordinator if you will not be arriving until Saturday. Sponsors will be allowed access for set up 1 hour earlier on Friday.

Fair hours are Saturday from 10-5 and Sunday 10-4. We (Fair staff) will be arriving each day around 8 and we will close as close to 5 as possible. The hall will be secured overnight, but if you are in the outdoor fleece market, that area will not be secure and you can store your things in the foyer.

Volunteers are available for bathroom or meal breaks. Note that our volunteers will not make sales but will let visitors know you'll be back and will generally mind things.

2) Booth Setup

In the week or so before the fair I'll send an email with a hall layout map showing where your booth is. For those of you who are past vendors, I'll do my best to keep you in the same spot but there are no guarantees. Some of you have let me know that you have preferences or needs in a booth space. If you have not yet please let me know ASAP as I will be laying out the hall shortly.

The lighting in the hall is variable. If you need lights, there is power available. We have some power strips but if you know you need one you are encouraged to bring your own. If you do, please put your name on it since they all look alike.

Your booth will have the corners outlined on the floor and there will be a card on the floor with the booth number. You will receive a map of the vendors and booth numbers before the fair and there will be several copies around the hall. Please ask a volunteer if you need help finding yours. Also, please remove the tape marking your corners once you get set up as it is harder to remove the longer it stays on the floor.

Please do not tape anything to the floor yourself. The hall has a day job as a gymnasium and people who run gyms are particular about the floors. 😊 If you have a question or need help with something, please ask a volunteer.

3) Door Prize

We ask that vendors donate a door prize. The types of items donated, and their value, vary widely with value typically in the range of \$20-\$50. Please make sure to include your business card with the prize or otherwise identify where the prize came from. Our announcer will encourage the winners to come by your booth and thank you.

4) Demonstrations

We ask vendors to hold at least one demonstration during the fair. We call them out over the mic every hour between 11 and 4 on Saturday and between 11 and 3 on Sunday (except noon for the spinning contest). We have two areas in the hall that are designated for demos. You may use one or choose to conduct your demo in your booth. You are welcome to do more than one and we can have a fair volunteer mind your booth if you do the demo outside your booth in one of our demo spaces scattered around the hall. If there's more than one topic listed on your vendor application, we assume you want to do more than one. If you decide you want to do more than one (either a repeat of the same or an additional topic), please let the vendor coordinator know. It's a great way to bring traffic to your booth.

5) Fair Take Down

Take-down is on Sunday, from 4-6. The Fair is open until 4 so we ask that you do not start to take your booth down early. As in previous years, the Humboldt State Men's Crew team will be helping us take down the fair as a fundraiser for their team. While the Fiber Fair is paying them primarily to help put the Community Center back in order, they will have time to lend a hand if needed. Tips to the group are greatly appreciated.