



"Exploring the Evolution of Traditional Fiber Art"

May 3-4, 2025

Birchwood Community Center

www.birchwoodfiberfestival.com

VENDOR APPLICATION--General Information

The Birchwood Fiber Festival (BFF) will be holding its 3rd annual two-day festival May 3&4, 2025. The festival is an effort to promote all aspects of fiber arts through demonstrations, product sales, and learning opportunities. The location in Southeast Tennessee enables participation from across the Southeastern United States. There is no entrance fee and the facility and grounds provide ample space to park and enjoy the festival (handicap accessible).

To promote the fiber arts and to provide economic opportunities to fiber artists, we are seeking vendors, demonstrators and teachers so we can provide a wide range of activities for the casual visitor through beginner to accomplished fiber artists.

The festival will be held at the Birchwood Community Center (5623 TN-60, Birchwood TN 37308) Saturday May 3, 9am to 5pm and Sunday May 4, 10am to 4pm. Vendors, classes and demonstrations will all be indoors within the facility...with a possible "traveling" van near the entrance.

Vendors will typically offer a wide range of goods from raw fiber to yarns, tools and accessories, used in all aspects of the fiber arts, along with quality hand-made finished products. Classes will be held for the beginner (of all ages) to the more accomplished spinner, weaver, knitter, etc. These classes will be from 1 to 3 hours each or full-day classes if demand/instructors are available. Demonstrators will be in attendance to interact with the festival attendees at all levels of expertise. The emphasis will be on a learning experience for all.

As a business owner and/or fiber artisan, please consider participating in this event. We encourage you to take advantage of this opportunity to increase exposure of your art, business and talents. We offer two booth sizes, all inside in the 'Vendor Hall'. If you are also interested in teaching a class, please complete a separate application. Applications are available on the website. If you would like to demonstrate only, please contact the Vendor Chair.

There will be a slight increase in the 2025 vendor booth rates. Successful vendor participation in the 2025 Festival will ensure first bids for 2026 with space choices where appropriate. Applications must be submitted by **February 1, 2025**. Early registration is appreciated. Once received, an application will be processed and, if confirmed, an invoice for payment will be emailed in a timely manner. To confirm your spot and complete the registration process, Vendors will have 10 days to send payment.

We look forward to working with you to showcase your business and your expertise.

Steve Prentice, Vendor Chair, sdprent@gmail.com

Phyllis Narus, Event Chair, pnarus@yahoo.com

Birchwood Fiber Festival Committee

P.O. Box 404, Georgetown, TN 37336

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info@birchwoodfiberfestival.com



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VENDOR APPLICATION--Guidelines and Pricing

1. Set up will take place from 12 noon to 6:00 pm Friday, May 2, 2025. Tear down will not begin before 4:00 pm, Sunday, May 4th. Vendor restock time will be Sunday, May 4th, 9:00-10:00 am.
2. Vendors/Demonstrators are responsible for delivery, handling, erection and removal of their display and materials. Vendors are responsible for all props, tables, table coverings, signage, other hanging display materials.
3. All exhibits must be set up by 9am Saturday, May 3rd. The Festival Committee will view booths prior to opening of the festival. Exhibits must be removed by 6:00 pm Sunday May 4th.
4. Each exhibitor is requested to design his/her display in a tasteful, professional manner. Tables should be covered, and boxes/stock stored out of sight. Exhibitors should help keep the Festival grounds clean and neat.
5. Normal booth exhibits may not extend beyond the contracted dimensions and no furniture, displays, products, etc. may extend into the aisles. If a vendor is also offering demonstrations, extra "end of isle" space may be available. Contact the Vendor Chair and note this in your application.
6. The vendor must be present in his or her booth to interact with and sell to customers. If you are a "solo" vendor, contact a BFF Board member to arrange relief.
7. The vendor grants Birchwood Fiber Festival, the Birchwood Community Center, together the "Hosts", permission to photograph the booth and the Festival for marketing and business purposes and may reproduce photographic, video or audio portions as the Hosts may in their sole discretion determine.
8. The Festival does not assume any responsibility for loss, theft or damage of any products, animals or equipment during the Festival, either manmade or by an act of nature. Please check your own insurance policy to be sure you have adequate loss and liability coverage.
9. Electricity will be available to some but not all vendor spaces. Please identify needs in the application.
10. The festival venue will be locked overnight. Overnight stays on Festival property are not permitted.
11. Exhibitors will handle all sales including those by credit card and are responsible for collecting and reporting their sales tax. Please to go <https://tn.tn.gov/eservices/> for details and to file.
12. Limited WiFi is available, but Vendors should have a backup plan.
13. Smoking is not allowed in the venue. Except for service animals, pets are not permitted on the Festival grounds. Alcoholic beverages are prohibited on the grounds during the Festival.

Space Available	Size	Location	2025 Pricing	
			Early By Oct. 31, 2024	Regular After Nov. 1, 2024
Full Vendor Booth	10' x 10'	Vendor Hall	\$65	\$80
Half Vendor Booth	5' x 10'	Vendor Hall	\$45	\$60
Demonstrate & Sell	5' x 10'	Vendor Hall & Various	\$25	\$40
Demonstrate (no selling)	Approx. 5' x 5'	Various	No Charge	

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VENDOR APPLICATION FORM

Please complete this application and attach photos of planned exhibits, products & demonstrations.

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Private Phone (only used by BFF to talk to the vendor): _____

Public Phone (will be used in published or printed material visible to the public): _____

Email: _____ Website: _____

Description of product for sale and/or demonstration (Note: BFF may edit this to fit into published material): _____

Requested Space _____ Please email your Logo (if applicable) for publication on the BFF website and/or in the Program Book available for Festival attendees.

Other needs (i.e. electricity required, etc.): _____

Requirements for Jurying: The Birchwood Fiber Festival Committee will review applications for vendors and demonstrators. Eligible exhibits include all products or services related to animal and plant fiber arts. Festival management reserves the right to accept other types of exhibits or vendors including accessories for production of fiber art and merchandise, etc. Preference will be given to applicants with finished goods or products that use quality handmade fiber, original designs, and creations by the vendor. Generally, products should be made in the United States. No commercially manufactured merchandise, items purchased for resale (other than accessories for production of fiber art) or items violating copyrights will be accepted. The Committee reserves the right to reject applicants whose products do not meet Festival standards and to remove any exhibitors from the event, without return of booth fees, if it is determined they have not conformed to the rules and regulations of this contract. We do not allow political or religious handouts.

Application Requirements: Your application to the BFF and Festival Rules pages of this packet must be received no later than by February 1, 2025 and the following requirements met:

1. Complete Application and Agreements and Liability Release forms (pages 3 & 4)
2. Once the Application is reviewed by the BFF Board and confirmed, an invoice will be emailed. Full payment within 10 days of receipt will complete the registration process and confirm your spot (online payment is preferred).
3. If paying by check, make check payable to: Birchwood Fiber Festival and mail to: BFF, PO Box 404, Georgetown, TN 37336.

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Steve Prentice, Vendor Chair, sdprent@gmail.com
Phyllis Narus, Event Chair, pnarus@yahoo.com
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VENDOR APPLICATION—Agreements & Liability Release

1. I understand the festival will go on rain or shine. If it becomes impossible to have the festival as in the past with COVID or some natural disaster, then as determined by the Festival Committee, booth fees will be returned, minus 20% handling fees and I understand that this agreement is terminated and I will waive any and all claims for damages. The Festival Committee will make other decisions for booth fee refunds only under exceptional circumstances.
2. I agree to help maintain the festival area and clean up my exhibit area at the close of the show.
3. Insurance must be held by the exhibitor. I hereby relieve the sponsors, staff, volunteers of all responsibility in connection with the safe-keeping of property while at the festival. The BFF Committee, the Birchwood Community Center, and staff, and volunteers will not be responsible for any injury or loss that may arise or come to the exhibitor, or his/her employee(s), or goods, for any reason whatsoever while the festival premises are being occupied under this agreement.

This **GENERAL RELEASE** is executed this _____ day of _____, 20____, by _____, (hereinafter referred to as "Releasor") to the Birchwood Fiber Festival (hereinafter referred to as the "Releasee").

In consideration of being permitted to enter upon the properties of the Birchwood Community Center located at 5623 TN-60, Birchwood, TN (hereinafter the "Premises"), and to participate in the Birchwood Fiber Festival during the dates of May 3-5, 2024 and for other good and valuable consideration, Releasor, intending to be legally bound for Releasor, Releasor's spouse, legal representative, heirs, officers, directors, shareholders, agents, partners, employees, successors and assigns, hereby releases, waives and discharges the Releasee, its partners, officers, directors, shareholders, agents, employees, successors, assigns and affiliates (including corporations and partnerships, and their officers, directors, shareholders, partners, employees, agents, heirs, legal representatives, successors, and assigns) (collectively referred to as "Releasees"), from all liability to the Releasee and to the Releasees for any and all loss or damage, and any claim or damages resulting there from, on account of injury to the Releasor's person or property, including injury resulting in death of the Releasor, whether caused by the negligence of Releasee or otherwise while the Releasor is on the Premises.

Releasor agrees to indemnify, hold harmless and defend the Releasee and Releasees against any claim, loss liability, damage or cost of which each of them may incur due to the entry or presence, of Releasor or Releasor's property, in or upon the Premises.

Releasor expressly agrees that this General Release is intended to be as broad and inclusive as permitted by the law, and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

In WITNESS WHEREOF, Releasor has executed this General Release on the day and year first written above.

[INDIVIDUAL SIGNATURE] Name: _____

[INDIVIDUAL SIGNATURE] Name: _____

Print Name (s): _____

Print Title/ Position of Exhibitor or Representative: _____ Date: _____