

GENERAL RULES AND POLICIES

Booth space is limited to exhibitors whose products and services are fiber related. Handmade items are highly encouraged as well as demonstration of your craft. We want to promote the artists and their arts and crafts.

Appropriate Products Include:

- Natural fibers, roving, and yarn
- Fiber-craft supplies, dyes, spinning wheels, carders, looms etc
- **Items produced from natural fibers by the vendor**
- 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
- 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

Vendor Info:

1. Prospective vendors are to submit a completed application with a check for the appropriate amount. **Early Registration is encouraged as spaces are limited.** Acceptance letters will be emailed in a timely manner. Decisions will be based on adherence to above guidelines and to insure variety of types of products in order to have a balanced show.
2. Once the available spaces are filled, applicants will be placed on a waiting list and will be informed of this status by email. Applicants may choose to stay on the waiting list or be removed. Checks from those on the waiting list will be returned/ destroyed if space does not become available in the year they have applied.
3. All individual vendors **MUST** have a current and valid Ohio vendor identification number in order to participate, and collect Ashland County sales tax which is 7%.
4. In the event a vendor needs to cancel, fees will be refunded in full if notification is received before June 1. A cancellation received between June 1 and September 1 will be refunded fifty per cent. No refunds will be given for cancellations received after September 1. If a vendor cancels, the space will be filled from the waiting list.
5. Vendors may not sell, assign, or sub-let any space allocated to them, or furnish any space or facilities for any exhibit other than their own without prior written consent from the Autumn Fiber Festival.
6. Tables are available to rent. Tables are to be skirted to the floor. One chair per space will be provided. Please set up in assigned area only. Electric is available for both wall and center spaces, if indicated on application.
7. Vendors are asked to donate one item to be put in baskets that will be raffled off to benefit the **4-H Club Program** and the **Ashland County Food Bank**. Donations should be brought to the **Welcome Table** with a business card attached.
8. Exhibits may be set up on Friday prior to the show, from 10am until 7pm and on Saturday beginning at 7:30am. Vendors must be set up and ready for visitors by 9:45am on Saturday.
9. Vendors should not tear down before 4pm on Sunday. **Those who depart early will be restricted from participating in future AFF shows.**
10. No signs are to be taped on walls but should be freestanding or attached to your table or booth.
11. No smoking, including e-cigarettes is allowed in the building. Sandwiches, snack items, and beverages will be offered for purchase by the concessionaire or you can choose from a variety of restaurants nearby.
12. We ask that you leave your space free of debris, empty boxes/bags and leftover merchandise.

Booth Rental:

Booth rental is \$55, to be paid at time of application, for a 10' x 10' booth. Current vendors should not send payment for more booth spaces than you currently have, without first discussing with Event Chairperson. Limit of two booths per business.

Contact:

Please complete the Vendor Application and return it with a check for the appropriate amount to **Autumn Fiber Festival**, C/O Julie Petty; 1200 Rock Rd; Mansfield, OH; 44903. For more information, see our website at www.autumnfiberfestival.com, or email info@autumnfiberfestival.com. All inquiries will be answered in a timely fashion.