

VENDOR AGREEMENT

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
- 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 form with a check for the appropriate amount. Notification of acceptance will be by email in a timely manner. Decisions will be based on adherence to above guidelines and to insure a 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. Vendors offering retail merchandise for sale are responsible for ensuring they are in possession of required documentation (i.e. vendor license). Vendors are required to collect and report their own Richland County Ohio Sales Taxes.
4. Vendors are responsible for having their own liability insurance.
5. 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.
6. 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.
7. Tables are available to rent, and should have table coverings. 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.
8. 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 Richland County Food Pantries. Donations should be brought to the Welcome Table with a business card attached.
9. Exhibits may be set up on Friday prior to the show, from 10am until 7pm and on Saturday beginning at 7:00am. Vendors must be set up and ready for visitors by 9:45am on Saturday.
10. Vendors should not tear down before 4pm on Sunday. **Those who depart early will be restricted from participating in future shows.**
11. No signs are to be taped on walls but should be freestanding or attached to your table or booth.
12. No smoking, including e-cigarettes is allowed in the building. Sandwiches, snack items, and beverages will be offered for purchase. You can also choose from a variety of restaurants nearby, or can bring your own food.
13. We ask that you leave your space free of debris, empty boxes/bags and leftover merchandise.

Booth Rental:

Booth size is 10' x 10'. Multiple spaces can be rented, as available.

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.



AUTUMN FIBER FESTIVAL—VENDOR APPLICATION

RICHLAND COUNTY FAIRGROUNDS; 750 N Home Rd, Mansfield, OH

Saturday, October 19th, 2024, 10am—5pm
Sunday, October 20th, 2024, 11am—4pm

**Booth space is limited to exhibitors whose products and services are fiber-related.
Handmade items are encouraged as well as demonstration of craft.**

YOUR NAME _____

BUSINESS NAME _____

VENDOR LICENSE# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMAIL _____ WEBSITE _____

DESCRIPTION OF ITEMS TO BE SOLD: (This description will be used on the website). _____

First time applicants must e-mail (JPEG files only) three current photos of your listed items and method of display to:
info@autumnfiberfestival.com.

Number of 10' x 10' Booth Spaces Needed _____ x \$85 = \$ _____

Electrical outlet needed Y/N @ \$5 = \$ _____

Number of tables needed _____ x \$10 **One chair per space provided** _____ = \$ _____

SPONSOR FEE = \$ _____

TOTAL = \$ _____

I am interested in helping to support the Autumn Fiber Festival by being a Sponsor

Sponsors will be listed on the Autumn Fiber Festival website, in the program, and acknowledged during the festival. Sponsors are welcome to provide promotional materials to be put at the welcome center for visitors. This gift will advertise your support to hundreds of website and event visitors. Your help will enable us to promote this show to a wider audience, as well as give back to the community by making a donation to the local 4-H Alpaca Club that helps with the show, and a Richland County Food Pantry.

Diamond _____ \$500 Platinum _____ \$300 Gold _____ \$200 Silver _____ \$100 Bronze _____ \$50

Are you interested in doing a demonstration in your booth? If so, what? _____

By signing, you agree to abide by the terms and conditions set forth in the Vendor Agreement. Any vendor found in violation of this agreement may be asked to leave and be prevented from participating in future events. We reserve the right to remove any vendor we consider disruptive or operating in an unsafe manner. You also agree that you will not hold the event organizers or the Richland County Fairgrounds responsible for any personal injury, damages, thefts, or shortages. If, for any reason whatsoever, it becomes impossible to hold the Autumn Fiber Festival, this agreement is terminated and the vendor waives any and all claims for damages.

SIGNATURE _____ DATE _____

Vendor applications and checks should be mailed to **Autumn Fiber Festival**, C/O Julie Petty; 1200 Rock Road; Mansfield, OH; 44903.