

**Display/Demonstration
Registration**



**Hickory Neck Church
8300 Richmond Rd
Toano VA 23168**

(May 20, 2017, 10a to 5p)

Mail your registration to:

**HNC
Linda Becker
7307 Church Lane
Toano, VA 23168**

Business Name _____

Contact _____

Address _____

City, State, ZIP _____

Email _____

Website _____

Number of 10x10 spaces _____

**Please describe the focus of your booth including a listing of items you will be selling.
This will be included in the catalog.**

Are you willing to donate a prize for the raffle? Yes No

If yes, what will you be donating? _____

Dollar value of your donation _____

I agree to abide by vendor rules and regulations of the High Fiber Festival.

Signature: _____ **Date:** _____

Received

Date Notified

Paid

Space Assigned

Vendor Considerations

1. High Fiber Festival (HFF) requires the vendor deal primarily (75%) in natural fibers and fiber-animal related materials and crafts unless otherwise approved by the HFF.
2. HFF vendor spaces will be 10X10 in open areas of the Hickory Neck Episcopal Church campus. This event will be held rain or shine.
3. Vendor is to supply its own tent and is responsible for anchoring it to the ground.
4. Vendor is responsible for transportation, insurance, and sale of its own work.
5. Upon check-in vendor will receive vendor badges, booth location, map, parking pass, festival catalog, and other necessary information. HFF reserves the right to reassign booth space on an as needed basis.
6. Set-up may take place Friday, May 19, 2017, 2:00 pm — 6:00 pm provided the spaces are marked and a HFF representative is available. Booths must be set up by 9:00 am Saturday. Vehicles must be moved off the festival grounds by 9:00 am Saturday. Breakdown commences at 6:00 pm and must be completed by 9:00 pm Saturday, May 20, 2017. No electricity is available on the campus. No security will be provided. Please use frontal-only displays to reduce congestion.
7. Vendor is responsible for moving their trash from their booth site to the Big Blue Dumpster on campus.
8. Vendor is responsible for collecting and reporting Virginia sales tax. Information concerning Virginia sales tax may be found at <http://www.tax.virginia.gov/content/sales-and-use-tax> or call phone: (804) 367-8037.
9. Use of alcoholic beverages on the campus is prohibited.
10. HFF reserves the right to ask any vendor to leave if they violate these terms or if their goods do not appropriately adhere to the Vendor Considerations.
11. HFF assumes no liability of damage for loss or damage/injury to any work, display, or person.

Application Considerations

12. Confirmation letters with space assignment will be mailed after April 1, 2017, upon receipt of the total booth fee and other required documentation as outlined on Registration Form.
13. Refunds will be issued for cancellations only if the space is filled with another vendor. No refunds will be issued after May 1, 2017. Sharing or subletting of any vendor space is not allowed. All cancellations must be sent via email to info@highfiberfest.com. Only HFF has the right to reassign space freed by cancellation. Emergency telephone number: 757-784-3366