

**Vendor Registration  
High Fiber Festival  
Hickory Neck Church  
8300 Richmond Rd  
Toano VA 23168**

(May 18, 2019 10a to 5p)



**Make check to:  
HNC High Fiber Festival**

**Mail your application with check to:  
High Fiber Festival  
7307 Church Lane  
Toano, VA 23168  
757-784-3366**

**Business Name** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Website** \_\_\_\_\_

**Number of 10x10 spaces** \_\_\_\_\_ **X\$60 if paid before May 1, 2019**

\_\_\_\_\_ **X\$75 if paid after May 1, 2019**

**\$25 insufficient funds charge will be levied for returned checks.**

**Please describe the focus of your booth. A separate sheet may be attached.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*A photo of your booth set-up and description would be appreciated for advertising on the High Fiber Festival webpage.**

**Photos: Emailed      Attached (circle one, please)**

**(Pictures submitted may be used in advertising the festival.)**

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Terms and Conditions

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 High Fiber Festival.
2. HFF vendor spaces will be 10X10 in open areas of the Hickory Neck Episcopal Church campus. Vendor is to supply its own tent and is responsible for anchoring it to the ground. Vendor is responsible for transportation, insurance, and sale of their own work. HFF and Hickory Neck Episcopal Church assumes no liability of damage for loss or damage/injury to any work, display, or person. No electricity is available on the campus. HFF reserves the right to reassign booth space on an as needed basis.
3. Set-up may take place Friday, May 17, 2019, 2:00 p.m. — 6:00 p.m provided the spaces are marked and a HFF representative is available. Booths must be set up by 9:00 a. m. Saturday. Vehicles must be moved off the festival grounds by 9:30 a.m. Breakdown commences at 3:00 p.m. and must be completed by 6:00 p.m. Saturday, May 18, 2019. Vendor is responsible for moving their trash from their booth site to the Big Blue Dumpster on campus.
4. Vendors are 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.
5. Refunds will be issued for cancellations only if the space is filled with another vendor. No refunds will be issued after May 1, 2019. Sharing or subletting of any vendor space is not allowed unless authorized by HFF. All cancellations must be sent via email to [lindabecker53@gmail.com](mailto:lindabecker53@gmail.com). Only HFF has the right to reassign space freed by cancellation.