

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

(May 16, 2020 10a to 3p)



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

***Mail your application with check to:
High Fiber Festival
7307 Church Lane
Toano, VA 23168
757-784-3366 OR
E-mail registration to:
lindabecker53@gmail.com**

Business Name _____

Contact _____

Address _____

City, State, ZIP _____

Email _____

Phone _____

Website _____

Number of 10x10 spaces _____ **X\$60 if paid before April 1, 2020***

_____ **X\$75 if paid after April 1, 2020***

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

Describe the focus of your booth. (75% natural fiber) A separate sheet may be attached.

A photo of your wares and a booth description are appreciated for advertising on:

www.highfiberfestival.com

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 15, 2020, 2:00 p.m. — 6:00 p.m. provided the spaces are marked and a HFF representative is available. **NO SECURITY IS PROVIDED.** 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 16, 2020. 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, 2020. 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. Only HFF has the right to reassign space freed by cancellation.