

Vendor Considerations

A. Application Requirements

1. Registration opens January 1st.
2. The completed application (two pages).
3. Vendors new to the festival or previous vendors whose merchandise has changed should provide 2-5 photos of vendor booth set-up and contents, OR a website address where we may view vendor merchandise. Photos will not be returned.
4. Payment in full at time of application. All payments will be processed promptly and in the case of non-acceptance to the festival, payment will be returned in full in the form of a check. In case of cancellation, if notification is received by August 10, vendor will receive an 80% refund. In the case of a returned check or declined credit card, vendor will replace the application fee, plus \$15 returned-check fee, within 10 days of notification in the form of certified funds, with no second chances.
5. A copy of vendor's Colorado Sales Tax License or Special Event Sales Tax License. Incomplete applications will not be considered.

B. Festival Requirements

1. Any 10'x10' booth space may be shared by no more than two entities. A Guild is considered one entity regardless of how many members are participating.
2. Vendors may apply for multiple 10x10 spaces, up to two spaces however, all booth materials must stay within those dimensions.
3. Merchandise in vendor booth must be fiber- and/or textile-related i.e., materials for creating or embellishing fiber items and/or finished items. The Salida Fiber Festival is focused on fiber and fiber products which are home grown and produced in-house. Goods that do not meet these criteria, or a minimal amount of imported goods, may be acceptable if disclosed on the vendor application and reviewed by the SFF Jury Committee. Any merchandise that does not meet the festival Jury Committee requirements will be removed by the vendor.
4. All vendors must have their booths open for the entirety of the festival, Saturday 9 am -5 pm and Sunday 10 am – 4 pm. Set-up may begin as early as 8 am on Friday. Security will be on site from 6 pm - 7 am Friday and Saturday. Booth take-down must occur on Sunday evening, as there will be no security Sunday night.
5. All vendors must have and display during the festival a Colorado Sales Tax License or Colorado Special Event Sales Tax License and are responsible for collecting tax for sales during the festival and remitting tax to appropriate entities.
6. Each booth must have a sign stating the name of vendor business(es) or guild/group.
7. **Stakes are not allowed to anchor booths in this park**, therefore **bring weights** for each tent, such as sand tubes, water jugs or weighted buckets. Weights should be at least 30 lbs., but 40-45 pounds is better (a 5-gallon bucket filled with water is about 40 lbs.). Water is available for filling buckets.
8. Each vendor will be responsible for the contents of his/her booth. The SFF Organizing Committee will not be responsible for any loss, theft, injury, or damage that may occur or be experienced by exhibitors, vendors, customers, or attendees. Please see "Release of Liability" section of the Application.
9. The SFF Organizing Committee is not responsible for any vendor copyright violations. We expect each vendor to be aware of copyright laws and to abide by them.

10. Each 10'x10' booth and each separate entity is required to submit a donation item to the **silent auction of \$50 retail value**. For example, **vendors with two booth spaces will donate a total retail value of \$100**, and a single booth with two vendors will donate the same. Proceeds from the silent auction defray the cost of police security, as well as other festival costs.