

Fiber Arts Festival

Castle Farms
Charlevoix, Michigan



July 28 - 29, 2012

Castle Farms
Charlevoix, Michigan
www.castlefarms.com

Vendor Application & Guidelines

- The show will be held at Castle Farms two miles from Charlevoix on M-66.
- Held in the heart of northern Michigan "tourist country," the goal is not only to entertain, but also educate.
- Attendees will pay a \$5 gate fee (under 5 free) and 1,500 to 2,500 attendees are anticipated.
- Vendor space is limited to 65 booths.
- No flea market type items are allowed and all booths must be related in some way to the fiber arts.
- Published times are Saturday, 10 to 5 and Sunday, 10 to 4. Vendor check in is from 12 to 5 p.m. on Friday afternoon and Saturday morning from 7 to 7:30. Vendors may not set up until they have checked in.
- Set up is Friday from 12 p.m. until 7:00 p.m. and Saturday morning from 7 a.m. until 9:30.
- Booth size is approximately 10 feet wide by 15 feet deep. There are no discounts for adjoining booths.
- Each paid and accepted booth reservation includes four gate passes, two tickets to *Vendor Social* immediately after gate closes on Saturday, 8 foot table and two chairs (optional with reservation), and free electric.
- Porter service at set up and tear down is available – the porters work for tips only, please be generous.
- A limited number of additional 6 and 8 foot tables are available for an additional fee.
- **VERY IMPORTANT: Vendors may attach nothing to the walls or ceilings.** These are newly renovated historic buildings that must be treated with the utmost respect.
- While we will have on-site personnel 24 hours a day and buildings will be locked to the public during non-event hours, the vendor is ultimately responsible for security of all booth items.
- Booth name (in the form of a sign or banner) and number must be prominently displayed at all times. A number will be provided in your registration packet.
- Vendors must participate on both Saturday and Sunday for the published times of the show. Absolutely no early tear downs allowed.
- All tables used in booths must be covered.
- Vendors are permitted to bring fiber animals (except dogs) with prior arrangement. All animal owners are responsible for cleaning up after their animals during and after the show.
- Vendors must use designated vendor parking during the event. Check welcome packet for exact location or ask at gate when you arrive.
- If provided by Memorial Day, a link to your web page or e-mail will be included on the festival portion of the Castle Farms website.
- Hotel and campground information available upon request or visit the Charlevoix Chamber link on the Castle Farms website. Suggested closest campground is the East Jordan Tourist Park at (231) 536-2561.
- The success of the festival lies with all of us. Your help getting the word out is very, very important. We will place road signs, advertisements in local media, make calendar postings to national publications and distribute thousands of flyers. You can help by making copies of the flyer that is posted on the website and distributing it to your customers and around your local area. It is our goal to make this a win-win for all concerned. We appreciate your help in getting the word out about this quality show!
- Vendors are reminded that the Castle may be hosting weddings at the same time as the festival and festival activities and noise levels must not interfere with them.
- **Cancellations and refunds.** 100% refund up to May 30. No refunds for cancellations after that date.
- \$40 fee for checks returned by the bank for NSF.
- Non compliance with festival guidelines may result in vendor not being accepted back. Our goal is to maintain a high quality festival. We appreciate your help in doing this.

Direct booth inquiries to:

Jodi Riddle • Email at jodiriddle74@yahoo.com. Phone 231-622-9727

Castle Farms - Charlevoix's Historic Landmark comes alive in the 21st Century complete with Old World charm and history. The host of the Fiber Arts Festival, Castle Farms specializes in special occasions of every kind. Festivals and shows, weddings, business conferences, and private parties grace the Castle all year long. www.castlefarms.com

Castle Farms Fiber Arts Festival 2012 Vendor Application

Your application with check for booth payment indicates your *agreement to the terms and conditions*, but does not guarantee your booth. Your check will be cashed upon acceptance. Please designate a single person for contact if the booth is jointly owned.

Contact Name _____

Additional Person/s who will be in your booth (for nametags) _____

Booth/Company Name _____

Mailing Address _____

City/ST/ZIP _____

E-mail address (provide ONLY if this is a good way to communicate with you) _____

Web site _____

Phone _____ Cell Phone _____

Provided Per Booth Number Requested Chairs 2 folding _____ Tables 1 - 8 foot _____ Vendor Social 2 _____

_____ total booths at \$140 per booth _____

- like _____ additional tables @ \$10 each _____
- like _____ additional tickets to Vendor Social @ \$4 each _____
- Total Enclosed (*Check payable to Castle Farms*) _____

I agree that the company name, address, phone and website as listed above may be used for promotional purposes on the event web site and in the event program. I also agree that photos of my booth and person may be used in promotional literature and on the website strictly for the purposes of promoting this event. _____ (*your initials*)

Provide a description of products that will be available for sale in your booth. This is the description that will be published in the event program. If you are a returning vendor and are happy with the description in the 2009 program, just write "no change." PLEASE PRINT CLEARLY! **Limited to 200 characters, including spaces:**

Direct all festival inquiries to:

Jodi Riddle: jodiriddle74@yahoo.com

OR

Anora O'Connor: anora@castlefarms.com

Mail completed form with payment to:

Castle Farms, Fiber Arts Festival

5052 M-66 North

Charlevoix, Michigan 49720