

- Vendor (\$50 fee/booth due now)
- Demonstrator (no sales)
- Author (book signing only)

**Registration**  
**Fiber Arts Festival**  
**August 12<sup>th</sup>, 2017**  
**www.fiberartsfest.com**

Date received: \_\_\_\_\_  
 Payment: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Accepted:    yes            no  
 Vendor       Demo        Author

Name (of business or group) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (C): \_\_\_\_\_ ND Sales Tax License (**REQUIRED**): \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please describe the type of goods you will be selling: \_\_\_\_\_

\_\_\_\_\_

What crafts or techniques will you demonstrate?: \_\_\_\_\_

Will you offer this as a hands-on activity to attendees?     Yes             No

Indicate one or more times you will demonstrate:     10:00 – 1:30     1:30 – 5:00

Do you need electricity?     Yes (you may need to bring an extension cord)     No

Booth space requested (mark all that apply)     Vendor (\$50 fee included)     Demonstrator (no sales)     Author (book signing only)

Requested spaces:     1 booth (1 table)             2 booths (1 table/booth)     No tables needed

Do you need extra tables?     Yes (\$10/extra table)    \_\_\_\_\_ extra tables     No

Booth preference:     Indoor (limited space)     Outdoor             I have my own tent/canopy

Special requests: \_\_\_\_\_

I have read the materials provided and agree to abide by them. I grant permission to the Fargo Park District to use photos, video and other visual representations of my booth and my product without compensation. I understand that I am totally responsible for my both and personal property including the method of display, method of set up, security for the protection of my property, sale of merchandise and take down of the booth. I will provide all materials for the booth. I am responsible for insuring my booth and personal property and providing my own liability insurance. In consideration of my use of the Fargo Park District property, I agree to indemnify and hold the Fargo Park District harmless from any and all claims for damage to persons or property in any manner related to my use or occupancy of Fargo Park District property. I release the Fargo Park District from any liability for loss, damage, or theft of my property including damage or destruction to my booth.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendors only:     Check enclosed     Visa             Mastercard             Discover  
 Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_

CSC Code: \_\_\_\_\_ Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ (if different from above)

**\*\* Mail this form to Fargo Park District, Attn: Jessica Korynta, 701 Main Ave, Fargo, ND 58103 \*\***

## Fiber Arts Festival August 12, 2017

### IMPORTANT INFORMATION

Keep this sheet for future reference... it answers all of your questions!

The show will be held at Rheault Farm, 2902 25th St S, Fargo, ND.

The mission of the festival is to educate the public about the variety of materials and techniques available to create fiber art.

Sales, demonstrations, exhibits, book signings and classes are all part of the festival. No flea market type items are allowed and all booths must be related in some way to the fiber arts. **The event has switched to a one day event, Saturday, August 12<sup>th</sup> from 10:00 am – 5:00 pm**

Vendor set up time is from **1:00 to 6 p.m.** on Friday and **8:00 to 9:00 a.m.** on Saturday. Cars must be off the grounds by 9:30 Saturday morning. *Please note cars are required to stay on asphalt paths.* Absolutely no early tear downs allowed. All vendor/demonstrator materials must be torn-down and removed from the site by 7:30 pm on Saturday, August 12.

Indoor space is limited. There is an open air shelter and a 40 x 60 ft. tent. Vendors may choose to bring their own canopy. Booth size is approximately 10 x 10 ft. Only 16 indoor spaces are available on a first come first serve basis. All vendors selling on site will be charged \$50/booth. A vendor may have a maximum of 2 booth spaces. Collection of ND, Cass County, and Fargo sales tax is required on all sales. Details on collecting sales tax can be found at <http://www.nd.gov/tax/salesanduse/>

Authors and demonstrators who are not selling will not be charged a fee. Each vendor booth reservation includes an 8 foot table and two chairs. Electricity is free but not available at all booths.

Additional tables are available for \$10.00/table. Vendors are expected to bring in all display materials and shelving for their booth space. Displays may not be attached to the walls or ceilings. Vendors are responsible for the security of all booth items. The Fargo Park District does not have security on site overnight. Participants are responsible for insuring their personal property and providing their own liability insurance. The District is not responsible for items left on site overnight. You may store the contents of tents in a building overnight.

Your help getting the word out is very important. In addition to the show advertisement, vendors are asked to distribute flyers, and send out invitations via social media and email.

We reserve the right to control the number and quality of vendors, demonstrators and authors.

Cancellations and Refund: the Fargo Park District has a no refund policy. Any checks returned for non-payment are handled thru First Collections Inc. Non-compliance with festival guidelines may result in vendor not being accepted back.

Contacts:

**Kim Baird:** Artistic Coordinator  
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**Jessica Korynta:** Program Coordinator  
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[www.fiberartsfest.com](http://www.fiberartsfest.com)

[www.fargoparks.com](http://www.fargoparks.com)

