

Hancock Shaker Village Wool Fest

Vendor Information and Guidelines

April 25 and 26, 2020, 10 am – 4pm
Deadline for applications is March 23, 2020.

Thank you for your interest in the first Hancock Shaker Village Wool Fest. We are looking forward to a productive and pleasant partnership. Please read these Vendor Information Guidelines below and complete the included application. Return completed applications with application fee by **MARCH 23, 2020** to Hancock Shaker Village.

TERMS:

All completed vendor applications are reviewed by the Wool Fest Committee. Accepted vendors will be notified by e-mail and/or US Postal mail by March 30, 2020.

Upon acceptance, the balance of your Vendor Booth Fee of \$120.00 is due and payable. Payment in full must be received by March 30, 2020 or your space will be reassigned. Vendors are responsible for transportation, insurance, and sale of their own work.

Vendor Space is approximately 8' x10'. Vendors may not share vendor space unless specifically requested from, and approved by, the Fiber Festival Committee. For shared booths, EACH vendor must complete an application form and fee. Booth fee for a shared space is **\$120.00** total.

Hancock Shaker Village reserves the right to ask any vendor to leave if they violate these terms or do not adhere to these guidelines. HSV will not be liable for any monies or damages incurred by exercising this right.

SCHEDULE:

Set-up: Friday, April 24, 2020, times to be announced, and Saturday, April 25, 7:30 am to 10:00am.
Festival Hours: Saturday, April 25 10:00 am – 4:00 pm and Sunday, April 26 10:00 am – 4:00 pm
Booth vacated by 5:00 pm Sunday, April 26.

PARKING, VEHICLE UNLOADING/LOADING,

All vendors will receive a printable Map of the Grounds via e-mail prior to the Festival. Upon arrival vendors will receive two vendor ID stickers, each day, for free Festival admittance. Upon arrival, vendors will use the appointed entrance and will receive directions for unloading. Following the unloading of your vehicle, please promptly re-locate to the Vendor Parking area. We encourage you to bring wheeled carts to transport items.

TRASH MANAGEMENT

Vendors are responsible for removing trash, plastic, product wrappings, signage, etc. from their booth within one hour following the close of the Festival on Sunday, April 26. Appropriate trash/and labeled recycling receptacles will be provided.

ELECTRICAL SUPPLY AND USAGE

Vendors requesting electrical access will be accommodated on a first come first served basis, as capacity allows, those who do not receive access to electrical use will be notified prior. Vendors are asked to limit electrical usage to a maximum of 300 watts per booth. Anyone using more than that will be asked to remove extra lighting to prevent outages which affect fellow vendors. No halogen spotlights, please.

WIFI:

Wifi is readily available for use at no extra cost to the vendor.

OTHER GUIDELINES:

No animals, except registered service animals, are allowed on the grounds.

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1. Business Name: _____

Owner Name: _____

Address: _____

City: _____

State: _____ Zip: _____ Phone: _____

Email Address: _____

Website: _____

2. Product/Workshop Description/Keywords:

3. Facilities/Accommodations :

Do you require an electrical outlet: (limited availability; first come first served) YES:_____ NO:_____

Do you want to rent 8 foot folding table(s) available @ \$11.00 each: number requested: _____

Do you want folding chairs provided: (complimentary) number requested: _____

4. I have read and understand the information specified in the accompanying HSV Vendor Information and Guidelines Sheet 2020 and agree to the terms specified. The information I have provided herein is accurate to the best of my knowledge.

Signature: _____

Print Name: _____

Date: _____

Please send completed application with non-refundable fee of \$120.00, check payable to Hancock Shaker Village by
March 23, 2020 to *Hancock Shaker Village, Fiber Festival, P.O. Box 927, Pittsfield, MA 01202*

For Wool Fest Use:

Application Payment Received Date: _____ Check Number: _____ Amount: _____

Electricity_____ Number of Tables: _____ Number of Chairs: _____ Booth Assignment: _____