



13th Annual Festival of Fiber Arts -- VENDOR GUIDELINES SUMMARY

Event Location : Community Christian Church, 1064 N. Business Route 5, Camdenton MO 65020

Event Schedule:

Vendor Setup -- Friday, October 12, 2018 5:30 – 8:30 p.m. in main hall WE MUST be out of the Church at this time...

Public Fiber Festival & Art Display - Saturday, October 13, 2018 9:00 a.m. - 4 p.m.

Vendor Market

We are now taking applications for vendors and exhibitors at the 10th annual Festival of Fiber Arts at Lake of the Ozarks. We are seeking vendors and exhibitors whose merchandise, displays and demonstrations are consistent with our theme of hand-made fiber art and products and related tools and supplies. All commercial items sold at the festival must be fiber or related to the practice of fiber arts and crafts. Examples are hand-made art and craft items made through surface design, knitting, crochet, lace-making, weaving, handspun yarn, basket weaving, wood or jewelry with fiber or hand-beading in its construction. We do not accept reservations from Tupperware, Scentsy, Thirty-One, and other manufactured products. We ask new vendors to submit sample pictures of their past booths and/or products to ensure that our theme is preserved.

Facility

The festival will be held at the Community Christian Church, 1064 N. Business Route 5 in Camdenton MO. This location offers a large main hall so we can offer sitting areas, food services. The main hall is about 120 ft. by 70 ft. Ample parking is available through several parking areas as well as a handicap-friendly loading ramp in the rear. The hall is heated and air-conditioned with a high ceiling. A stage runs along one side. For booth setup on the night before or early morning of event day, vendors may park near the left side entrance or rear parking lot and enter through doors leading to the hall. Your own rolling carts can easily be used to aid with transporting your materials. Pictures with commentary have been posted in the Vendor section on our website to help you become comfortable with the features of the hall.

Booth Rental

A vendor can be an individual, organization or business. Rental fee is for one day. The booth size available:

Large – 10 ft. x 10 ft. \$45

There is a \$5 charge per table (6'X3') and additional \$5 charge for electric. You must provide your own extension cord and power strip if you need to plug in more than one item.

Please note: booths reserving electric will be placed along a hard perimeter wall where the outlets are located. Your rear wall space will be 10 ft. wide. Your booth will extend 10 feet out along the floor. There are, however, several support beams along the long walls of the hall which protrude out. If your booth is placed where there is a support beam, then your racks will not be flush against the wall -- it may have to be placed about a foot out from the perimeter wall to accommodate the support beam.

In order for us to plan ahead, please include an accurate description of your display racks/stands/tables and preferably, picture(s) so that we understand your needs.

To reserve space for a booth(s), please submit an application along with a check. No reservation is valid until both are received. An email message is not sufficient to reserve.

Availability of a booth with electric is limited, so please reserve as early as possible. Non-electric booths will likely be placed in the center. Placement of booths within the overall floor plan is not guaranteed. The planning committee will use its past experience and knowledge of vendor displays to assign a compatible arrangement of adjacent booths.

Caution - Risk of Floor Damage

The hall floor is a continuous hardwood laminate surface -- see pictures on our website in the Vendor section. Metal feet for display racks or metal racks with protruding "bumps" can damage this floor. You must use rubber protective tips or discs, throw rugs, foam or some other form of protection if your racks or displays have metal feet. We cannot take the risk of damage to the hall floor.

Setup

A schedule for setup will be published in the month prior to Fiberfest. We expect that vendors will have access to the facility by 5:30 p.m. on Friday, October 12. Vendors may also enter the building at 7:00 a.m. on the day of Fiberfest if travel considerations make it impractical to set up the day before. The facility will be locked overnight. In past years, about 80% of vendors have set up on the day before. You are responsible to bring in and remove your own goods and supplies. Trash should be taken to receptacles provided. We ask that vendors do not dismantle their booths prior to Fiberfest closing at 4 p.m. on October 13, 2018 – early closing interferes with the event and has a negative impact on other vendors.

Other Restrictions

- The planning committee reserves the right to reject any vendor application because merchandise is not in keeping with the focus of this festival.
- No live animals are permitted inside or out in the parking lot.
- Food/drink should not be sold by fiber vendors unless cleared in advance with the planning committee.
- No objectionable images or sexually oriented displays are permitted. The Fiberfest committee and Community Christian Church have the final authority.
- At least one vendor/exhibitor should be present in the space during all hours that the Fiberfest is open.

Food Service

The hall has a kitchen and food service serving window. We will provide morning coffee and sweets and lunch food and beverage service at a nominal fee. Our floor plan will include a small area with cafe tables and chairs.